



## OFFICE OF THE GOVERNOR

STATE OF MISSOURI  
JEFFERSON CITY  
(573) 751-3222  
www.gov.state.mo.us

BOB HOLDEN  
GOVERNOR

ROOM 216  
STATE CAPITOL  
65101

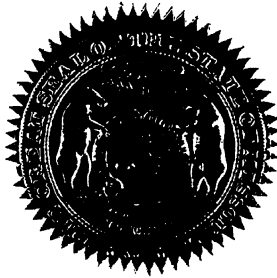
February 7, 2002

The Honorable Matt Blunt  
Secretary of State of Missouri  
Capitol Building  
Jefferson City, Missouri 65101

Dear Secretary Blunt:

The attached revised departmental plan for the Office of Administration, dated December 31, 2001, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



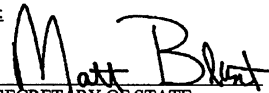
APPROVED:

  
GOVERNOR

February 7, 2002

DATE

ATTEST:

  
SECRETARY OF STATE

BH:QW:bp

cc: Jackie White, Commissioner of Administration  
Patricia L. Buxton, Assistant Revisor of Statutes

## APPENDIX C

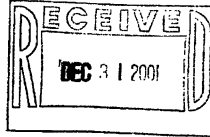


State of Missouri  
**OFFICE OF ADMINISTRATION**  
Post Office Box 809  
Jefferson City  
65102  
(573) 751-1851

**Bob Holden**  
Governor

**Michael Hartmann**  
Commissioner

## MEMORANDUM



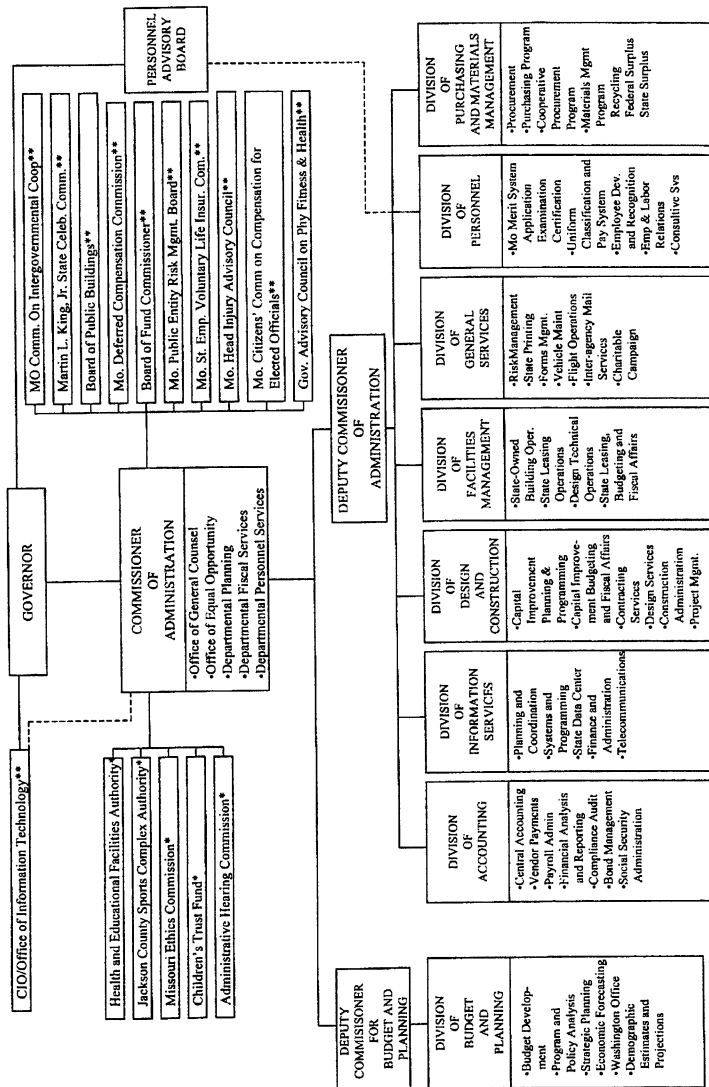
**TO:** Governor Holden  
**FROM:** Mike Hartmann *MH*  
**DATE:** December 31, 2001  
**SUBJECT:** OA Organizational Chart

In accordance with the Reorganization Act of 1974, attached please find an updated organizational chart for the Office of Administration. There are no significant changes to the department's structure. The current chart, filed in 1993, is outdated.

Attachment

c: Quentin Wilson  
Jackie White  
Lori Strong-Goeke

## Office of Administration



December 2001

\* Assigned by statute and/or staffed by the Office of Administration

\*\* Assigned by statute

## APPENDIX C



## OFFICE OF THE GOVERNOR

STATE OF MISSOURI  
JEFFERSON CITY  
(573) 751-3222  
www.gov.state.mo.us

BOB HOLDEN  
GOVERNOR

ROOM 216  
STATE CAPITOL  
65101

February 7, 2002

The Honorable Matt Blunt  
Secretary of State of Missouri  
Capitol Building  
Jefferson City, Missouri 65101

Dear Secretary Blunt:

The attached updated organizational chart for the Department of Agriculture, dated December 31, 2001, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment




APPROVED:

  
GOVERNOR

February 7, 2002

DATE

ATTEST:

  
SECRETARY OF STATE

BH:QW:bp

cc: Jackie White, Commissioner of Administration  
Patricia L. Buxton, Assistant Revisor of Statutes



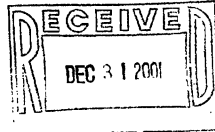
DEPARTMENT of AGRICULTURE  
STATE OF MISSOURI  
JEFFERSON CITY

BOB HOLDEN  
GOVERNOR

LOWELL MOHLER  
DIRECTOR

*Serving, promoting and protecting the agricultural producers, processors  
and consumers of Missouri's food, fuel and fiber products.*

MEMORANDUM



To: The Honorable Bob Holden  
Governor of Missouri

From: Lowell Mohler  
Director of Agriculture

A handwritten signature in cursive script, appearing to read "Lowell Mohler", written over the printed name and title.

Date: December 31, 2001

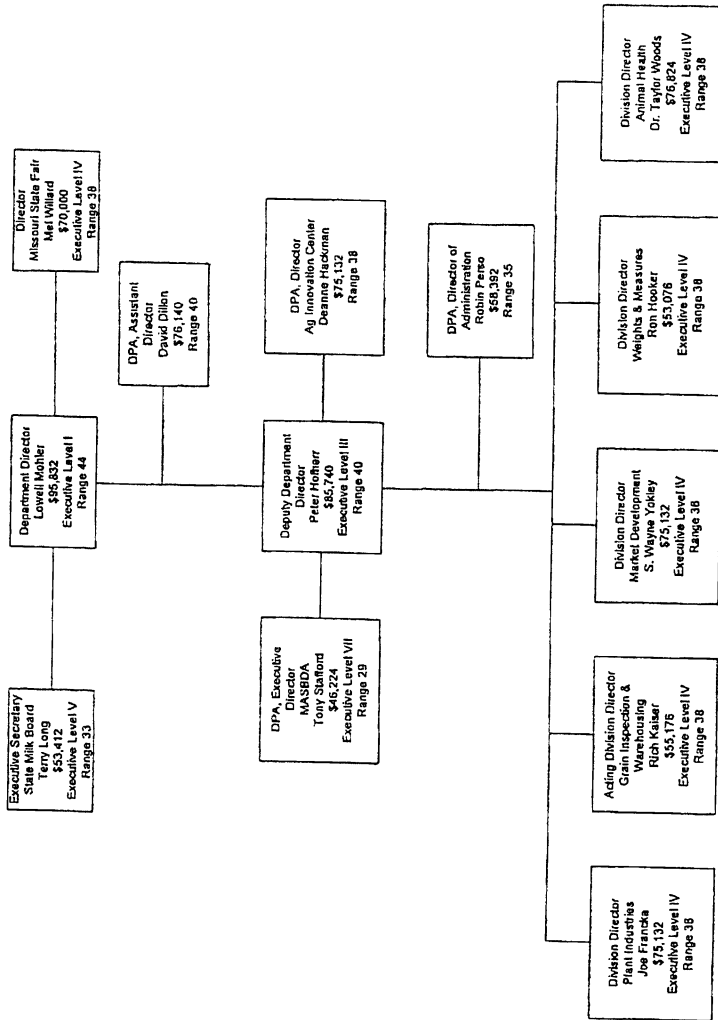
Re: Department Plan Amendments

As requested in Quentin Wilson's December 20, 2001 memorandum, please find the attached organizational chart for the Department of Agriculture that includes annual salaries and executive pay levels for department and division administrative positions. There have been no changes in the department's organizational structure since the last plan was submitted.

As always, please let me know if you have any questions or would like any additional information.

c: Mike Hartmann  
Quentin Wilson  
Jackie White  
Caleb Weaver  
Lori Strong-Goeke

## MISSOURI DEPARTMENT OF AGRICULTURE



Prepared By:  
Denise Hom  
Personnel Analyst  
01/04/2002



## OFFICE OF THE GOVERNOR

STATE OF MISSOURI  
JEFFERSON CITY  
(573) 751-3222  
www.gov.state.mo.us

BOB HOLDEN  
GOVERNOR

ROOM 216  
STATE CAPITOL  
65101

February 7, 2002

The Honorable Matt Blunt  
Secretary of State of Missouri  
Capitol Building  
Jefferson City, Missouri 65101

Dear Secretary Blunt:

The attached revised departmental plan for the Department of Conservation, dated December 26, 2001, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



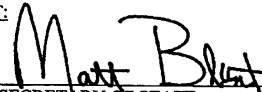
APPROVED:

  
GOVERNOR

February 7, 2002

DATE

ATTEST:

  
SECRETARY OF STATE

BH:QW:bp

cc: Jackie White, Commissioner of Administration  
Patricia L. Buston, Assistant Revisor of Statutes



## MISSOURI DEPARTMENT OF CONSERVATION

*Headquarters*

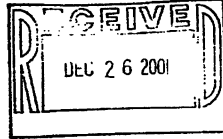
2901 West Truman Boulevard, P.O. Box 180, Jefferson City, Missouri 65102-0180  
 Telephone: 573/751-4115 ▲ Missouri Relay Center 1-800-735-2966 (TDD)

JERRY M. CONLEY, Director

*Happy  
Holidays*

December 26, 2001

The Honorable Bob Holden  
 Governor, State of Missouri  
 Room 216, State Capitol Building  
 Jefferson City, MO 65101



Dear Governor Holden:

In accordance with Section 1.6(2) of the State Omnibus Reorganization Act of 1974, attached herewith for the Missouri Department of Conservation are: an updated organizational plan; an executive pay schedule for top department administrators; and, an organization chart.

There is one minor revision to the organization plan which reflects a title change from Assistant to Director to Assistant Director. This revision was filed with the Secretary of State, Administrative Rules Division on August 3, 2001.

If you require further information, please feel free to contact my office.

Sincerely,

*for* *Deputy Director*  
 JERRY M. CONLEY  
 DIRECTOR

JMC:jh

Attachments

- c: Commissioners Gorman, Wood, Bradford, and Metcalfe  
 The Honorable Matt Blunt, Secretary of State  
 Mike Hartmann, Chief of Staff  
 Quentin Wilson, Cabinet Director  
 Jackie White, Commissioner of Administration  
 Caleb Weaver, Governor's Office Liaison  
 Lori Strong-Goeke, Office of Administration  
 Deputy Director John W. Smith  
 Assistant Director Gerald Ross

COMMISSION

STEPHEN C. BRADFORD  
 Cape Girardeau

ANITA B. GORMAN  
 Kansas City

CYNTHIA METCALFE  
 St. Louis

HOWARD L. WOOD  
 Bonne Terre



## DEPARTMENT OF CONSERVATION

**ORGANIZATION PLAN**

The head of the Department of Conservation is a four-member commission appointed by the Governor with the advice and consent of the Senate. The commission is charged with the control, management, restoration, conservation and regulation of the bird, fish, game, forestry and all wildlife resources of the state.

The commission appoints a director who serves as the administrative officer of the Department of Conservation. The director appoints other employees and is assisted by a deputy director with programs and activities carried out by the divisions of fisheries, wildlife, forestry, protection, design and development, outreach and education, administrative services, private land services, natural history and human resources. An assistant director provides leadership for special projects and initiatives as assigned by the director; notably legislative liaison, partnerships with other entities, etc.

The Department carries out its programs through the following major administrative units:

Fisheries manages lakes, reservoirs and streams for public fishing; acquires stream access sites and lakes and operates hatcheries; conducts an intensive trout management program; provides fishery management advice; conducts water pollution impact investigations and an ongoing research program to measure fish populations and trends, determine limiting factors and develop better management techniques.

Wildlife administers hunting seasons; acquires, develops and manages public hunting and other conservation areas; assists private landowners with wildlife habitat efforts; cooperates with federal and state agencies and farm organizations in wildlife management; and conducts research to provide current information on the status of wildlife populations, develop improved management methods and promote preservation and enhancement of wildlife habitat.

Forestry controls forest fires; manages many conservation areas; provides rural fire protection training and assistance; planning advice in urban and community forestry, forest products utilization and marketing service, forest insect and disease surveys; provides advice and assistance to private timber landowners; conducts research on forest management topics; and provides low cost tree planting stock to Missouri residents.

Protection carries out the department's wildlife law enforcement program. Conservation agents serve as the primary law enforcement arm of the department and assist in the full range of conservation programs in their assigned districts. The division also provides training in the safe and responsible use of firearms, with emphasis on ethics and property rights of others, and develops and operates recreational shooting ranges.

Design and Development administers the department's construction/development program and is responsible for development of areas owned and/or leased by the department. The staff consists of professional engineering, architecture, land surveying and support staff in the areas of drafting, computer applications, clerical and an in-house construction work force. All work is highly specialized in direct relation to the department's resource programs; typically, development of wetlands, reservoirs, hatcheries, buildings, nature centers, river and lake public use access areas, stream corridor improvements and hunter safety training facilities, including shooting ranges. Related services include property surveys of all department lands by registered surveyors, feasibility studies and provision of data for environmental assessments. The cartography unit archives all department lands and produces department maps.

Outreach and Education administers the department's public information and education programs. Education services and programs include operating nature and visitor centers, developing interpretive exhibits, administering urban fishing programs, teaching outdoor skills, acting as a clearinghouse for conservation education projects, and providing conservation curricula, training and materials to teachers and youth leaders. Outreach produces the department's monthly magazine, popular and technical publications, radio and television programs and video productions; issues news releases and coordinates with news media. Metropolitan services in St. Louis, Kansas City and Springfield include coordinators and media information specialists who provide information to the public, work with urban personnel from other divisions to deliver services to the public, and assess public opinion on conservation issues and public demand for conservation programs.

Administrative Services administers the department's support services of information technology, policy coordination, fiscal services and general services. Information technology provides direction and management of the department's information technology assets; defines technology solutions to meet business needs; supports employees' use of those assets, including computer hardware and software systems, telephone systems, two-way radio and other telecommunications systems; and coordination of those systems with other state agencies. Policy coordination provides liaison with federal, state and private concerns on activities involving fish, wildlife and forestry resources; facilitates and coordinates department strategic and other long-range planning; conducts constituency surveys; coordinates geographical information system functions; negotiates for purchase of real property; and manages in-lieu-of tax payments. Fiscal services collects and processes funds received; processes accounts payable; distributes hunting, fishing and special permits; audits permit distributors; maintains inventory records, including the department's real

-- 2 --

property holdings; and coordinates federal aid programs and funds. General services is responsible for procurement, repair and disposition of fleet, marine and other mechanical equipment; management of the aircraft fleet; maintenance of a distribution center and warehouse for department publications, products and media loan service; operation of offset printing, mailing and sign production services; and provides building and grounds maintenance.

Private Land Services provides technical assistance and resource training to private landowners; participates in media and other outreach efforts for resource management; coordinates with other governmental agencies and private organizations to integrate fish, forest, wildlife and natural community considerations with agriculture and other private land initiatives; provides cost-share to assist landowners with priority resource needs; and provides wildlife damage control assistance.

Natural History administers the department's natural areas program; coordinates endangered species activities; and provides specialized service in natural history interpretation and coordination of management for nonconsumptive uses of wildlife resources and lands.

Human Resources recruits employees; maintains personnel records, benefits and compensation; administers the group insurance program, workers' compensation and safety programs; conducts the affirmative action program and new employee orientation, as well as in-service training in human relations, personal communications and supervisory skills.

General Counsel provides legal advice to the Commission and administrative staff; aids in formulating policy; advises in the formulation of regulations; and performs title search related to the acquisition of real property.

Internal Auditor reviews operations and programs to assure that resources are used efficiently, and provides the commission and administration with information useful in directing and controlling department operations.

**MISSOURI DEPARTMENT OF CONSERVATION\***  
**UNCLASSIFIED POSITIONS AS REQUESTED**  
*December 2001*

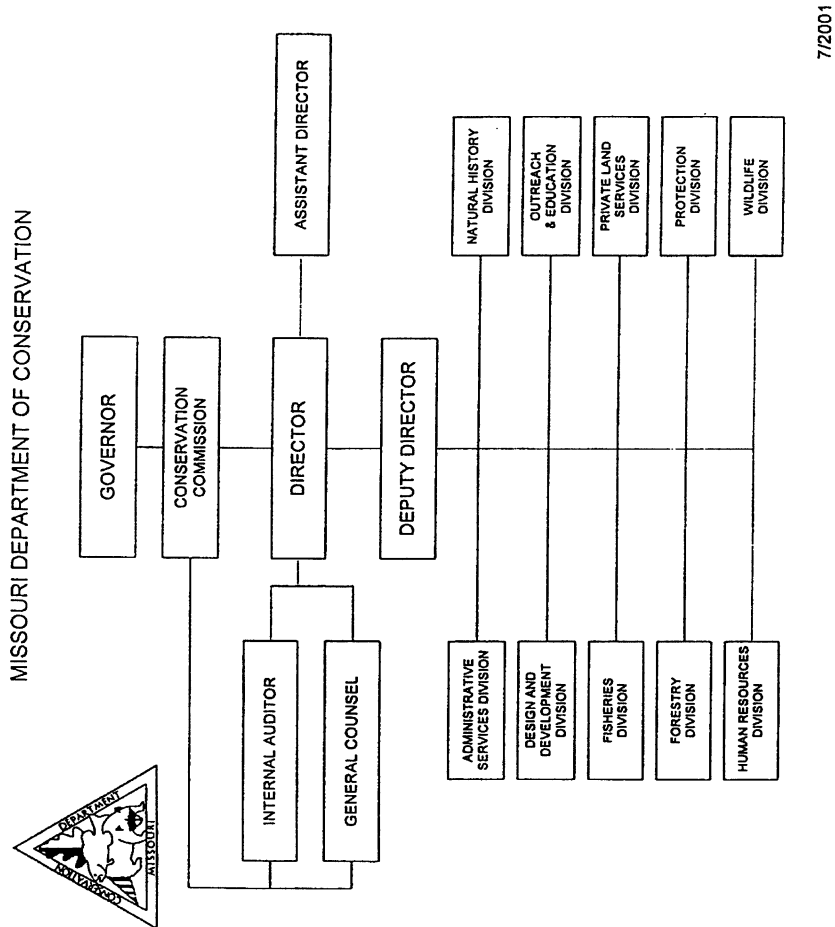
**DIRECTOR'S OFFICE**

Conley, Jerry M.	Director	\$125,004
Smith, John W.	Deputy Director	\$98,400
Ross, Gerald E.	Assistant Director	\$94,704

**DIVISION ADMINISTRATORS**

Erickson, David W.	Administrative Services Division Adm.	\$86,688
Goff, Deborah L.	Human Resources Division Adm.	\$80,844
Hoskins, John D.	Protection Division Adm.	\$74,244
Krepps, Robert L.	Forestry Division Administrator	\$78,768
Love, Kathryn S.	Outreach & Education Division Adm.	\$84,864
Lueckenhoff, William F.	Design & Development Division Adm.	\$80,340
Seek, Noel G.	Private Land Services Division Adm	\$75,540
Stucky, Norman P.	Fisheries Division Administrator.	\$87,540
Thom, Richard A.	Natural History Division Adm.	\$76,272
Torgerson, Oliver A.	Wildlife Division Administrator	\$90,432

\*The Department of Conservation is a non-merit agency. Classification, salary, fringe benefits, hiring and termination are prescribed and administered by the Conservation Commission through Constitutional authority.





## OFFICE OF THE GOVERNOR

STATE OF MISSOURI  
JEFFERSON CITY  
(573) 751-3222  
www.gov.state.mo.us

BOB HOLDEN  
GOVERNOR

ROOM 216  
STATE CAPITOL  
65101

February 7, 2002

The Honorable Matt Blunt  
Secretary of State of Missouri  
Capitol Building  
Jefferson City, Missouri 65101

Dear Secretary Blunt:

The attached updated organizational chart for the Department of Health and Senior Services, dated December 18, 2001, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment


APPROVED:

  
GOVERNOR

February 7, 2002

DATE

ATTEST:

  
SECRETARY OF STATE



BH:QW:bp

cc: Jackie White, Commissioner of Administration  
Patricia L. Buxton, Assistant Revisor of Statutes



Missouri Department of Health and Senior Services  
P.O. Box 570, Jefferson City, MO 65102-0570 Phone: 573-751-6400 FAX: 573-751-6010  
Maureen E. Dempsey, M.D.  
Director



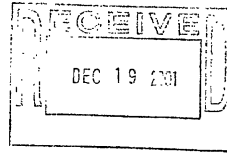
Bob Holden  
Governor

December 18, 2001

MEMORANDUM TO MIKE HARTMANN

FROM: Ronald W. Catcs  
Chief Operating Officer

SUBJECT: DHSS Organizational Structure



Pursuant to House Bill 603, passed in the First Regular Session, 91<sup>st</sup> General Assembly and signed into law by the Lieutenant Governor on behalf of the Governor, and in accordance with the reorganization act of 1974, we have reorganized our department. Please find attached an organizational chart outlining our current structure. Upon your review, you will need to file our new organizational structure with the Secretary of State by December 31, 2001. If you have any questions please contact me at 751- 6002.

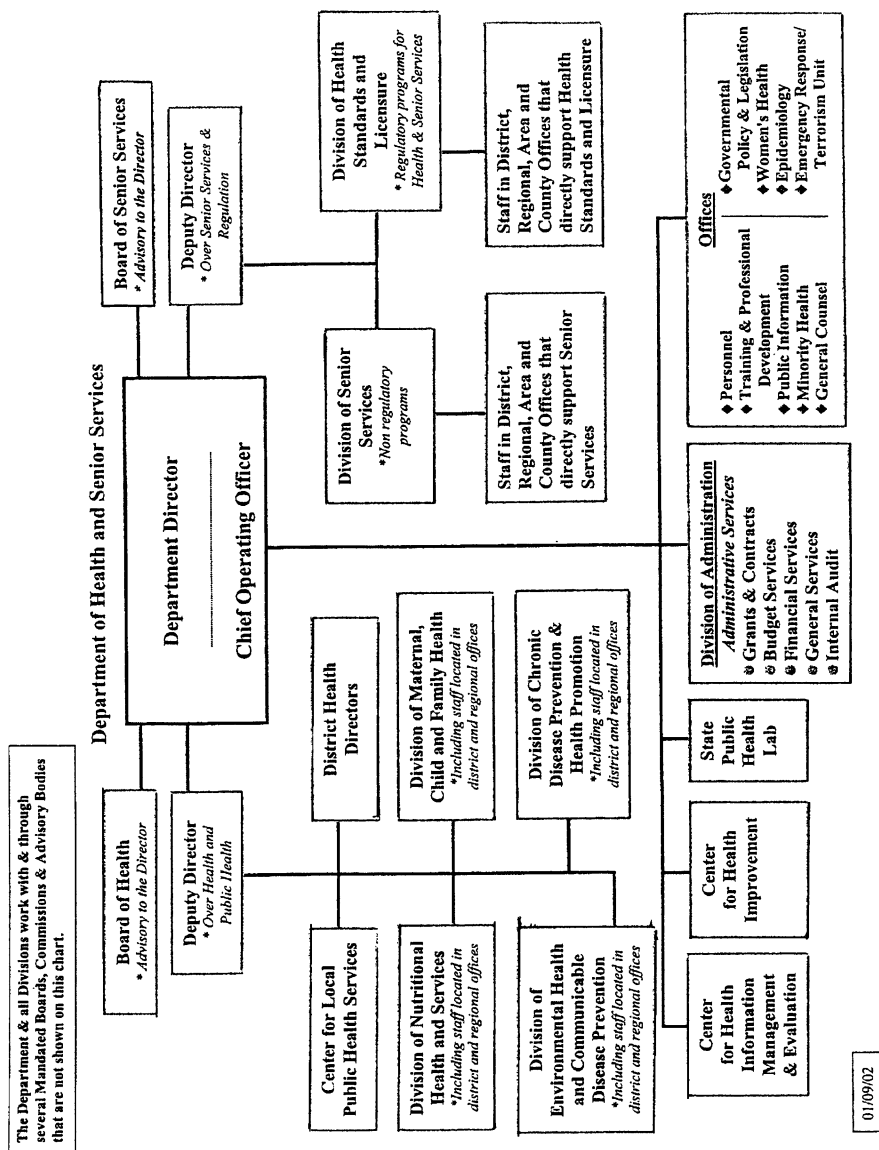
RWC:mz

Attachment

c: Lori Strong-Goeke  
Quentin Wilson

[www.dhss.state.mo.us](http://www.dhss.state.mo.us)

The Missouri Department of Health and Senior Services enhances quality of life for all Missourians by protecting and promoting the community's health and the well-being of citizens of all ages.  
AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER: Services provided on a nondiscriminatory basis.







## OFFICE OF THE GOVERNOR

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JEFFERSON CITY  
(573) 751-3222  
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GOVERNOR

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STATE CAPITOL  
65101

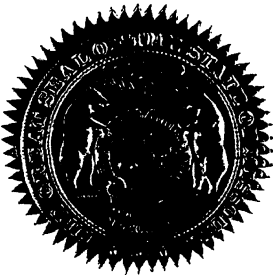
February 7, 2002

The Honorable Matt Blunt  
Secretary of State of Missouri  
Capitol Building  
Jefferson City, Missouri 65101

Dear Secretary Blunt:

The attached updated organizational chart and salary schedule for the Department of Mental Health, dated December 21, 2001, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachments



APPROVED:

  
GOVERNOR

February 7, 2002

DATE

ATTEST:

  
SECRETARY OF STATE

BH:QW:bp

cc: Jackie White, Commissioner of Administration.  
Patricia L. Buxton, Assistant Revisor of Statutes

BOB HOLDEN  
GOVERNOR  
DORN SCHUFFMAN  
Director



STATE OF MISSOURI  
DEPARTMENT OF MENTAL HEALTH  
1706 EAST ELM STREET  
P.O. Box 687  
JEFFERSON CITY, MISSOURI 65102  
(573) 751-4122  
(573) 526-1201 TTY  
modmh.state.mo.us

MENTAL HEALTH COMMISSION  
D. TROY CURRY, M.D.  
CHAIRPERSON  
ALAN BAUMGARTNER,  
SECRETARY  
SHIRLEY FEARN, M.N.  
BETTY C. HEARNES  
DAVID L. OHLMS, M.D.  
MARY LOUISE BUSSABARGER, M.A.  
CLIFFORD L. SARGEON

December 21, 2001

The Honorable Bob Holden  
Governor, State of Missouri  
216 Capitol Building  
Jefferson City, MO 65102

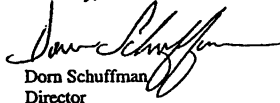
Dear Governor Holden:

This is in reference to the December 20, 2001, memorandum to Department Directors from Quentin Wilson concerning Department Plan Amendments.

Enclosed are the department's current organizational chart and current salary schedule for executive and administrative positions. This is the same organizational structure that has been in place for several years. The salary schedule was last updated in January 2001, when all state employees received an additional \$35 per month. No other changes have been made since. We do not plan any amendments to either the organizational plan or the salary schedule at this time.

Please let me know if you have any questions concerning this matter.

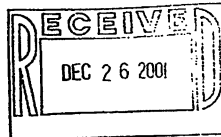
Sincerely,

  
Dorn Schuffman  
Director

PM/dml

cc: Mike Hartmann, Chief of Staff  
Quentin Wilson, Cabinet Director  
Jackie White, Commissioner of Administration  
Lori Strong-Goeke, Office of Administration  
Nia Ray, Governor's Office Liaison

Enclosures



The Department of Mental Health does not deny employment or services because of race, sex, creed, marital status, national origin, disability or age of applicants or employees.

DEPARTMENT OF MENTAL HEALTH	FY 2002 Salary Range	
	Low	High
Department Director (Physician)*:	-	\$174,950
Department Director (Non-Physician)*:	\$75,948	- \$111,156
Deputy Department Director:	\$69,504	- \$101,604
Director, Division of Comprehensive Psychiatric Services (Board Certified Psychiatrist):	\$112,281	- \$153,413
Director, Division of Comprehensive Psychiatric Services (Non-Board Certified Psychiatrist):	\$63,636	- \$92,928
Director, Division of Mental Retardation And Developmental Disabilities:	\$63,636	- \$92,928
Director, Division of Alcohol and Drug Abuse:	\$63,636	- \$92,928
Deputy Director of Administration:	\$58,332	- \$84,936
Deputy Director for Office of Quality Management:	\$58,332	- \$84,936
Deputy Director for Human Resources:	\$58,332	- \$84,936
Unclassified Facility Superintendents:	\$61,757	- \$87,187
Unclassified Facility Medical Superintendents:	\$107,990	- \$159,288

\*Appropriated amount – State Mental Health Commission sets salary.

Designated Principal Assistant to Department Director:	\$49,836	- \$78,504
Designated Principal Assistant to Division Director:	\$49,836	- \$78,504
Deputy Division Director for Field Services Division of Mental Retardation and Developmental Disabilities:	\$62,280	- \$87,468
Field Managers Division of Comprehensive Psychiatric Services:	\$62,280	- \$87,468





## OFFICE OF THE GOVERNOR

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www.gov.state.mo.us

BOB HOLDEN  
GOVERNOR

ROOM 216  
STATE CAPITOL  
65101

February 7, 2002

The Honorable Matt Blunt  
Secretary of State of Missouri  
Capitol Building  
Jefferson City, Missouri 65101

Dear Secretary Blunt:

The attached updated organizational chart for the Department of Social Services, dated December 21, 2001, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachments



APPROVED:

  
GOVERNOR

February 7, 2002

DATE

ATTEST:

  
SECRETARY OF STATE

BH:QW:bp

cc: Jackie White, Commissioner of Administration  
Patricia L. Buxton, Assistant Revisor of Statutes

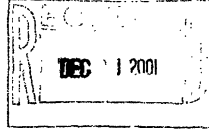


**BOB HOLDEN**  
GOVERNOR  
**DANA KATHERINE MARTIN**  
DIRECTOR

**MISSOURI**  
**DEPARTMENT OF SOCIAL SERVICES**  
P.O. BOX 1527  
BROADWAY STATE OFFICE BUILDING  
JEFFERSON CITY  
65102-1527  
TELEPHONE: 573-751-4815, FAX: 573-751-3203

**RELAY MISSOURI**  
*for hearing and speech impaired*  
TEXT TELEPHONE  
1-800-735-2966  
VOICE  
1-800-735-2466

December 21, 2001



MEMORANDUM FOR GOVERNOR BOB HOLDEN

From: Dana Katherine Martin *DKM*  
Subject: Reorganization of the Division of Aging from the Department of Social Services to the Department of Health and Senior Services

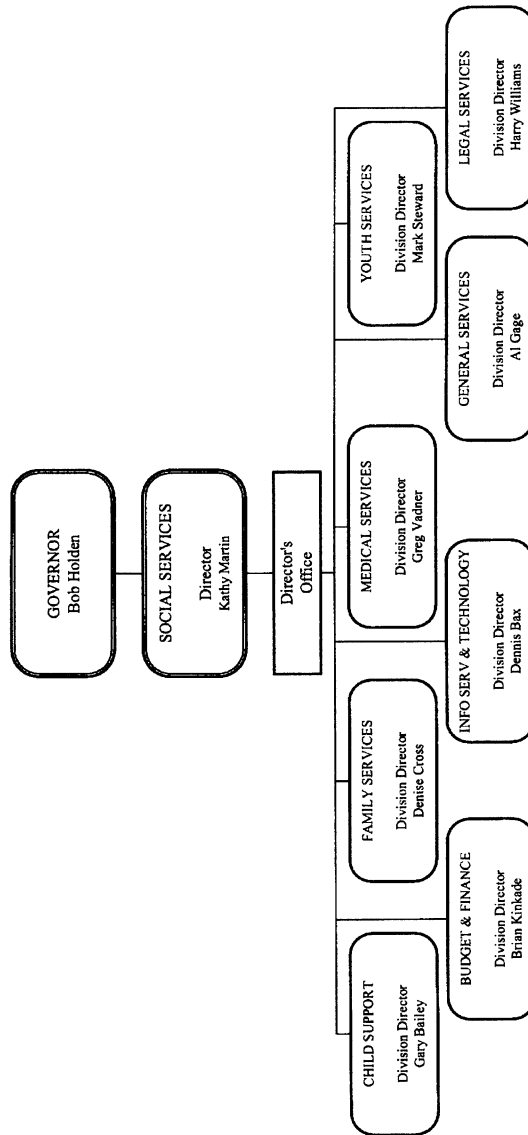
Effective August 28, 2001, the Division of Aging of the Department of Social Services was transferred to the Department of Health and Senior Services. The reorganization was put into motion by an Executive Order signed by Governor Wilson in January 2001, and presented to both houses. Neither house voted the reorganization down, thus, under the Reorganization Act of 1974, the reorganization was effective August 28. To ensure the statutes reflect this reorganization, legislation was introduced and passed in HB 603. The name of the Department of Health was changed to the Department of Health and Senior Services. Attached is a copy of a new organizational chart for the Department of Social Services, a copy of the Executive Order and the legislation. As you can see, the new organizational structure is devoid of the Division of Aging.

DKM:kp  
Attachments

cc: Mike Hartmann, Commissioner, Office of Administration and Governor's Chief of Staff

\*\*\*AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER\*\*\*  
services provided on a nondiscriminatory basis

Department of Social Services  
Organizational Structure





OFFICE OF THE GOVERNOR  
STATE OF MISSOURI  
JEFFERSON CITY  
65101

[www.gov.state.mo.us](http://www.gov.state.mo.us)

BOB HOLDEN  
GOVERNOR

STATE CAPITOL  
ROOM 216  
(573) 751-3222

April 25, 2002

The Honorable Matt Blunt  
Secretary of State of Missouri  
Capitol Building  
Jefferson City, Missouri 65101

Dear Secretary Blunt:

The attached updated departmental plan and salary schedule for the Department of Economic Development, dated December 28, 2001, are hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment




APPROVED:

  
GOVERNOR

April 25, 2002

DATE

ATTEST:

  
SECRETARY OF STATE

BH:QW:bp

cc: Jackie White, Commissioner of Administration  
Patricia L. Buxton, Assistant Revisor of Statutes



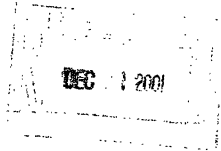


Bob Holden  
Governor

Joseph L. Driskill  
Director

December 28, 2001

The Honorable Bob Holden  
Governor of Missouri  
Executive Office  
State Capitol Building, Room 216  
Jefferson City, MO 65101



Dear Governor Holden:

In accordance with Section 1.6(2) of the State Omnibus Reorganization Act of 1974, the Department of Economic Development hereby submits the enclosed changes to its organizational and salary structure for your approval and filing with the Secretary of State.

Modifications include:

- Changing the title of the Business Expansion and Attraction Group to the Division of Business Expansion and Attraction;
- Changing the title of the Community Development Group to the Division of Community Development; and
- A notation that the Division of Professional Registration remains a division of the Department of Economic Development, rather than a division of the Department of Labor and Industrial Relations, as was submitted by respective Department plans in 1998.

The Divisions Business Expansion and Attraction and Community Development have been provided separate appropriation by the Legislature and have been functioning as divisions within the Department of Economic Development since 1997. An organizational chart indicating the two agencies as divisions is enclosed.

The annual salary and executive pay level for the department and division administrative positions are also enclosed.

If you have questions regarding these modifications, please feel free to contact me at 751-4770.

Very truly yours,

A handwritten signature in cursive script that reads "Joseph L. Driskill".

Joseph L. Driskill

C: Mike Hartmann  
Quentin Wilson  
Jackie White  
Lori Strong-Goeke - RM

P.O. Box 1157 • 301 W. High, Rm. 680 • Jefferson City, MO 65102-1157 • Homepage: [www.ecodev.state.mo.us](http://www.ecodev.state.mo.us)  
(573) 751-4962 Fax (573) 751-7258

## DEPARTMENT OF ECONOMIC DEVELOPMENT

### Organizational Plan

The Department of Economic Development is comprised of economic development divisions and regulatory agencies organized to execute statutory requirements and department policy in the areas of economic development and regulation of licensed professionals, business and financial institutions.

### Department Management

The Director, appointed by the governor and confirmed by the Senate, is the chief executive officer of the Department. The Director appoints the central management staff and principal division directors, supervises the departmental agencies and advises the governor and General Assembly on matters relating to economic development.

The Deputy Director, who acts as director in the director's absence, is primarily responsible for strategic planning and program development within the Department. The Deputy Director is responsible for the department's budget; maintains staff and advisory relationships with selected divisions; assists in legislative efforts; and performs functions as delegated by the Department Director.

The Director of Policy Development is responsible for drafting and tracking state legislation; working with all divisions in the Department; examining economic development policy initiatives throughout the country to identify those most appropriate for agencies within the Department; and developing testimony and position papers reflecting the Department's position on issues.

The Director of the Division of Administrative services is responsible for the Department's administrative support and operations functions, accounting, budget, data processing, personnel, as well as staff and advisory relationships with selected divisions.

### Economic Development

In 1997, the Department of Economic Development implemented an extensive internal restructuring plan that resulted in the formation of three divisions (each having a separate budget) to administer the programs of the department designed to increase Missouri's economic prosperity. These Divisions promote the development of the State of Missouri and all its resources in order to provide a dynamic and balanced economy for the state. The divisions are the Division of Business Expansion and Attraction, the Division of Community Development and the Division of Workforce Development.

Prior to 1997, the work of the Divisions of Business Expansion and Attraction, and Community Development were combined into a single division. The creation of separate divisions with unique customer groups, missions, and responsibility for measurable outcomes has allowed the

department to focus on the needs of each customer group, achieving increased benefit to the State of Missouri.

The Division of Business Expansion and Attraction is responsible for working in partnership with Missouri communities and businesses to assist in the retention and expansion of existing business and the attraction of businesses to Missouri. The Division operates under the authority of Chapter 620 and is appropriated by the legislature in Section 7.035 through Section 7.060 of House Bill 7. The Missouri Film Office is included in this division. The Missouri Film Office works with filmmakers to find suitable locations for shooting movie or commercials and acts as a liaison between film production companies and local communities. The Missouri Film Commission advises the department on various matters related to promoting the state as a location for filmmaking. Within the Division of Business Expansion and Attraction, the Business Development Group's primary mission is to help Missouri's businesses create wealth by increasing sales, reducing costs, and increasing investment. The Group operates under the authority of Chapter 620 and is appropriated by the legislature in Section 7.020 through Section 7.030 of House Bill 7. The Group provides staffing for the Missouri Seed Capital Investment Board, Missouri Technology Corporation, Task Force on Trade and Investment, and the Missouri Minority Business Advocacy Commission.

The Division of Community Development helps increase the economic self-sufficiency and prosperity of Missouri communities and neighborhoods. The Division operates under the authority of Chapter 620 and is appropriated by the legislature in Section 7.065 through Section 7.080 of House Bill 7. Programs operated by this Division are the Neighborhood Assistance Program, which encourages private sector involvement in neighborhood and community projects; the Community Development Block Grant Program, which provides a variety of tax credits; and a myriad of other national, international, small business, research and financing. The Division provides staffing for the Community Development Block Grant Advisory Committee, Missouri Community Service Commission, Missouri Rural Economic Assistance Council, Missouri Rural Opportunities Council, and the Youth Opportunities and Violence Prevention Advisory Committee.

The Division of Tourism, operating under the authority of Chapter 620, RSMo, formulates and administers a program for the promotion of tourism within the state. In working closely with civic groups, local, state and federal agencies and other travel related organizations, the Division (with its six Welcome Centers throughout the state) provides information for visitors on a wide variety of recreational activities and other attractions in the state.

The Division of Workforce Development is responsible for administering funds under the Workforce Investment Act of 1998, Wagner-Peyser, and the Job Development fund. These funds are used to administer programs that assist individuals in finding employment, assist employers in finding employees, and in training for new and incumbent employees. An important component of the Division is the Missouri Women's Council. This Council operates under the authority of Chapter 186, RSMo. The Council's mission is to promote and increase economic opportunities, occupational mobility, access to jobs and retraining programs for women as well as prepare a state plan to identify targeted populations.

The Missouri State Council on the Arts, operating under the authority of Chapter 185, RSMo, is dedicated to broadening the appreciation and availability of the arts in the state and fostering the diversity, vitality and excellence of Missouri's communities, economy and cultural heritage.

The Missouri Housing Development Commission, operating under the authority of Chapter 215, RSMo, insures loans to non-profit and limited dividend developers of rental housing for low and moderate-income families. The Commission is authorized to provide technical and consultative assistance and promote research and development in this area.

#### Regulatory Agencies

Under the Department's structure, each regulatory division is organized to execute clearly defined statutory requirements. A division director or commission administers each of the five divisions. The agencies in these groups are as follows:

The Division of Finance, operating under the authority of Chapter 361, RSMo, and others, executes laws relating to banks and trust companies and banking business in the state; and, operating under the authority of Chapter 369, RSMo, executes all statutes relating to the organization, incorporation, examination, operation, and regulation of savings and loan associations and service corporations. The State Banking Board hears appeals from certain decisions and orders of the commissioner of finance.

The Division of Credit Unions, operating under Chapter 370, RSMo, and others, executes all laws relating to the operations of state chartered credit unions. The Credit Union Commission hears appeals from certain decisions of the Director, Division of Credit Unions.

The Public Service Commission, operating under Chapter 386, RSMo, and others, executes all laws pertaining to private industries operating in Missouri as investor owned public utilities. The Commission, operating under Chapter 700, RSMo, regulates the manufacturing and sale of manufactured housing.

The Division of Motor Carrier and Railroad Safety, operating under the authority of Chapter 622, RSMo, and others, performs functions relating to the general oversight of motor carriers, railroads and light rail within Missouri.

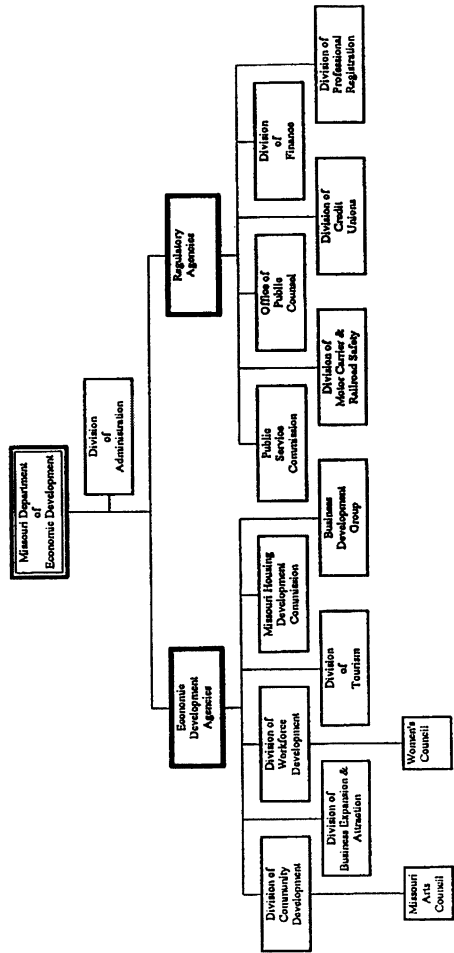
The Office of the Public Counsel, operating under the authority of Chapter 386.700, RSMo, represents the interests of the public in proceedings before the Public Service Commission.

The Director of the Division of Professional Registration, established under the authority of Chapter 620, RSMo, has responsibility for providing staff services to all licensing boards. The Division Director exercises responsibility for accounting and budgeting as well as financial management and clerical functions relating to issuance and renewal of licenses and certificates.

The licensing boards are responsible for administering examinations and issuing licenses for the respective professions. The licensing boards within the Division of Professional Registration and their governing statutes are as follows:

Office of Endowed Care Cemeteries, Chapter 193, RSMo;  
Missouri State Committee of Interpreters, Chapter 209, RSMo;  
Board of Geologist Registration, Chapter 256, RSMo;  
Office of Athletics, Chapter 317, RSMo;  
State Committee of Dietitians, Chapter 324, RSMo;  
Interior Design Council, Chapter 324, RSMo;  
Missouri Acupuncturist Advisory Committee, Chapter 324, RSMo;  
Missouri Board of Occupational Therapy, Chapter 324, RSMo;  
Board of Therapeutic Massage, Chapter 324, RSMo;  
Tattoo, Branding and Body Piercing, Chapter 324, RSMo;  
Missouri State Board of Accountancy, Chapter 326, RSMo;  
Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and  
Landscape Architects, Chapter 327, RSMo;  
State Board of Barber Examiners, Chapter 328, RSMo;  
State Board of Cosmetology, Chapter 329, RSMo;  
State Board of Podiatric Medicine, Chapter 330, RSMo;  
Missouri State Board of Chiropractic Examiners, Chapter 331, RSMo;  
The Missouri Dental Board, Chapter 332, RSMo;  
State Board of Embalmers and Funeral Directors, Chapter 333, RSMo;  
State Board of Registration for the Healing Arts, Chapter 334, RSMo;  
Advisory Commission for Clinical Perfusionists, Chapter 334, RSMo;  
Advisory Commission for Professional Physical Therapists, Chapter 334, RSMo;  
Advisory Commission for Registered Physician Assistants, Chapter 334, RSMo;  
Athletic Trainer Advisory Committee, Chapter 334, RSMo;  
Missouri Board for Respiratory Care, Chapter 334 RSMo;  
The Missouri State Board of Nursing, Chapter 335, RSMo;  
The State Board of Optometry, Chapter 336, RSMo;  
State Committee of Psychologists, Chapter 337, RSMo;  
State Committee for Social Workers, Chapter 337, RSMo;  
State Committee of Marital and Family Therapists, Chapter 337, RSMo;  
Committee for Professional Counselors, Chapter 337, RSMo;  
The Missouri Board of Pharmacy, Chapter 338, RSMo;  
Missouri Real Estate Commission, Chapter 339, RSMo;  
Missouri Real Estate Appraisers Commission, Chapter 339, RSMo;  
Missouri Veterinary Medical Board, Chapter 340, RSMo;  
Advisory Commission for Speech-Language Pathologists and Audiologists, Chapter 345, RSMo;  
Missouri Board of Examiners for Hearing Instrument Specialists, Chapter 346, RSMo;

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT  
Organizational Structure



12/28/01

**DEPARTMENT OF  
ECONOMIC DEVELOPMENT**

FY 2002  
SALARY RANGE

POSITION	LOW	HIGH
Department Director	\$75,948	\$111,156
	(statutory salary \$95,832 per 105,950 RSMo)	
Deputy Director	\$69,504	\$101,604
Director, Division of Tourism	\$58,332	\$84,936
Commissioner, Division of Finance	\$58,332	\$84,936
Administrative Law Judge, Division of Motor Carrier and Railroad Safety: (622.020 RSMo: salary equal to Office of Administration Administrative Hearing Commissioners)		\$91,847.04
Director, Division of Motor Carrier & Railroad Safety	\$58,332	\$84,936
Director, Division of Administration	\$58,332	\$84,936
Executive Director, Public Service Commission	\$58,332	\$84,936
Commissioner, Public Service Commission		\$94,029
	(statutory salary \$94,029 per 386.190)	
Director, Division of Professional Registration	\$58,332	\$84,936
Director, Office of Public Counsel	\$58,332	\$84,936
Director, Division of Credit Unions	\$58,332	\$84,936
Executive Director, Missouri State Council on the Arts	\$47,100	\$67,944
Director, Division of Business Expansion & Attraction	\$58,332	\$84,936
Director, Division of Community Development	\$58,332	\$84,936
Director, Division of Workforce Development	\$58,332	\$84,936

12/27/01



OFFICE OF THE GOVERNOR  
STATE OF MISSOURI  
JEFFERSON CITY  
65101

[www.gov.state.mo.us](http://www.gov.state.mo.us)

BOB HOLDEN  
GOVERNOR

April 25, 2002

STATE CAPITOL  
ROOM 218  
(573) 751-3222

The Honorable Matt Blunt  
Secretary of State of Missouri  
Capitol Building  
Jefferson City, Missouri 65101

Dear Secretary Blunt:

The attached revised departmental plan for the Department of Transportation, dated December 27, 2001, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment




APPROVED:

  
GOVERNOR

April 25, 2002

DATE

ATTEST:

  
SECRETARY OF STATE

BH:QW:bp

cc: Jackie White, Commissioner of Administration  
Patricia L. Buxton, Assistant Revisor of Statutes



Missouri  
Department  
of Transportation



Henry Hungerbeeler, Director

105 West Capitol Avenue  
P.O. Box 270  
Jefferson City, MO 65102  
(573) 751-2551  
Fax (573) 751-6555  
[www.modot.state.mo.us](http://www.modot.state.mo.us)

December 27, 2001

The Honorable Bob Holden  
Governor  
Capitol Building, Room 216  
Jefferson City, MO 65102

Dear Governor Holden:

In accordance with the Omnibus Reorganization Act of 1974, please find the attached salary schedule for management positions with the Missouri Department of Transportation and a new organizational chart, as required to be filed with the Secretary of State. Both documents reflect the following organization changes.

The Construction and Materials functional units have been consolidated to improve efficiency and reduce internal construction and engineering costs. The consolidated unit has been renamed Project Operations. As such, the state materials engineer and state construction engineer jobs have been eliminated, and the state project operations engineer job has been created.

In an effort to improve accountability by more effective communication with both the public and elected officials, the director of communications job has been created to oversee governmental affairs and public affairs.

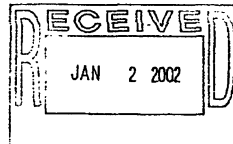
If you have questions or require additional information, please contact Tom Neubauer, compensation supervisor, at (573) 751-2923.

Sincerely,

J. Michael Golden  
Chief Operating Officer

Attachments

c: Mike Hartmann  
Quentin Wilson  
Jackie White  
Governor's Office Liaisons  
Lori Strong-Goeke ✓



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*Our mission is to preserve and improve Missouri's transportation system to enhance safety and encourage prosperity*

Human Resources

December 1, 2001

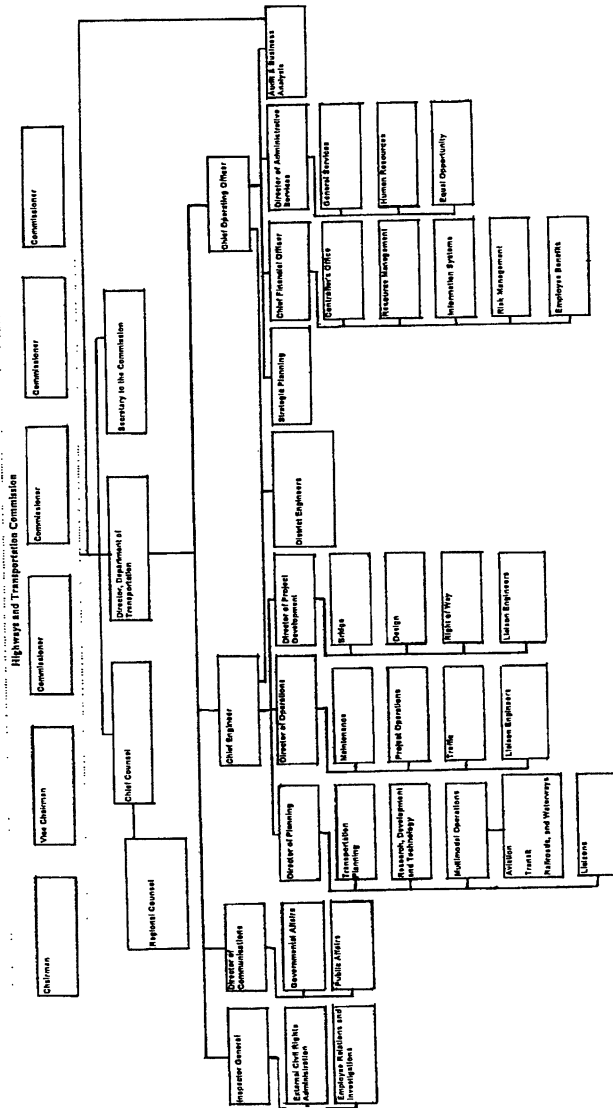
**Missouri Department of Transportation****Fiscal Year 2002 Management Salaries**

<u>Title</u>	<u>Monthly</u>	<u>Annual</u>
Director	\$10,417	\$125,004
Chief Engineer	\$9,167	\$110,004
Chief Operating Officer	\$9,167	\$110,004
Chief Counsel	\$8,730	\$104,760
Director of Project Development	\$8,334	\$100,008
Director of Operations	\$8,334	\$100,008
Director of Administrative Services	\$8,334	\$100,008
Chief Financial Officer	\$8,334	\$100,008
Director of Planning (Vacant)	\$8,334	\$100,008
Director of Communications	\$8,000	\$96,000
District Engineer (4 & 6)	\$7,500	\$90,000
District Engineer (1, 2, 3, 5, 7, 8, 9, & 10)	\$7,334	\$88,008
State Bridge Engineer	\$7,334	\$88,008
State Design Engineer	\$7,334	\$88,008
State Maintenance Engineer	\$7,334	\$88,008
State Project Operations Engineer	\$7,334	\$88,008
State Traffic Engineer	\$7,334	\$88,008
General Services Director	\$7,334	\$88,008
Information Systems Director	\$7,334	\$88,008
Human Resources Director	\$7,334	\$88,008
Controller	\$7,334	\$88,008
Multimodal Operations Director	\$6,984	\$83,808
State Research, Development & Technology Engineer	\$6,984	\$83,808
Right of Way Director	\$6,984	\$83,808
Transportation Planning Director	\$6,984	\$83,808
Public Affairs Director	\$6,984	\$83,808
Audit & Business Analysis Director	\$6,984	\$83,808
Resource Management Director (Vacant)	\$6,984	\$83,808
Risk Management Director	\$6,984	\$83,808
Inspector General	\$6,984	\$83,808

Missouri Highways and Transportation Commission sets salaries: 226.080 RSMo

j:\salary01\salary schedules\management.xls

# Missouri Department of Transportation



Master Processes  
December 2001



OFFICE OF THE GOVERNOR  
STATE OF MISSOURI  
JEFFERSON CITY  
65101

www.gov.state.mo.us

BOB HOLDEN  
GOVERNOR

May 7, 2002

STATE CAPITOL  
ROOM 218  
(573) 751-3222

The Honorable Matt Blunt  
Secretary of State of Missouri  
Capitol Building  
Jefferson City, Missouri 65101

Dear Secretary Blunt:

The attached updated departmental plan for the Department of Corrections, dated December 28, 2001, are hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment




APPROVED:

  
GOVERNOR

May 7, 2002

DATE

ATTEST:

  
SECRETARY OF STATE

BH:QW:bp

cc: Jackie White, Commissioner of Administration  
Patricia L. Buxton, Assistant Revisor of Statutes

**BOB HOLDEN**  
Governor

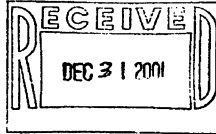
**GARY B. KEMPKER**  
Director



2729 Plaza Drive  
P.O. Box 236  
Jefferson City, Missouri 65102  
Telephone: 573-751-2389  
Fax: 573-751-4099  
TDD Available

State of Missouri  
**DEPARTMENT OF CORRECTIONS**  
*Ad Excellendum Conamur - "We Strive Towards Excellence"*

December 28, 2001



The Honorable Bob Holden  
Governor, State of Missouri  
Capitol Building  
Jefferson City, MO 65101

Dear Governor Holden:

In accordance with Section 1.6 (2) of the State Omnibus Reorganization Act of 1974, I respectfully submit for your approval the attached revised departmental plan for the Department of Corrections.

In FY02, the Department of Corrections conducted a major reorganization to improve the efficiency of the organization and to ensure that functions that had been created in previous years were correctly budgeted. The reorganization effort included a detailed accounting of personnel to match actual positions in the budget and to take into account the effects of several years of position reclassifications.

The department also looked at departmental support functions within the organization and moved several sections in order to group these activities under the Division of Human Services. Transfers were accomplished to move all program activities under the Division of Rehabilitative Services.

The following functions were transferred:

- Budget and Planning Section from the Office of the Director to the Division of Human Services
- General Services and Fiscal Management Unit from the Office of the Director to the Division of Human Services
- Institutional Librarians from Division of Adult Institutions to Division of Rehabilitative Services
- Women's Program Coordinator from Division of Adult Institutions to Division of Rehabilitative Services
- Restorative Justice staff from the Division of Human Services to the Office of the Director

*An Equal Opportunity Employer*

I am submitting the department's organizational chart depicting the changes along with the salary schedule for the administrators of the Department. Please advise if you have any questions regarding any of this information.

Sincerely,



Gary B. Kempker  
Director

GBK:emr

Attachments

cc: Mike Hartman, Chief of Staff  
Quentin Wilson, Cabinet Director  
Jackie White, Commissioner of Administration  
Chris Bauman, Governor's Office Liaison  
Lori Strong-Goeke, Office of Administration

**DEPARTMENT OF CORRECTIONS**

The Department of Corrections with victims, communities and state and local governments improves public safety through humane confinement and effective community interventions. We strive to:

- Keep the community safe from dangerous, violent and repeat offenders
- Make offenders accountable for their unlawful conduct
- Structure opportunities of victim restitution and community reparation
- Utilize the field's best risk management and habilitation practices
- Involve victims and their families
- Involve the community
- Ensure efficiency and quality in all correctional activities
- Recognize department employees and volunteers as our agency's most valuable correctional resource
- Adhere to professional principles
- Address our customer's needs

**Organizational Plan**

The Department of Corrections is comprised of four divisions: the Division of Human Services, the Division of Adult Institutions, the Division of Probation and Parole and the Division of Offender Rehabilitative Services. The Office of Information Systems has been raised to the division level in order to enhance the productivity of this section so it can provide better service to the department. This should then increase the effectiveness and efficiency of the department.

**Office of the Director**

The Office of the Director consists of the Director, Deputy Director, Public Information, Constituent Services, Legal Services, Legislative Liaison, Inspector General, Restorative Justice and Victim Services. The Director who is appointed by the Governor with the advice and consent of the Senate appoints the deputy director and the four division directors. The division directors along with the Director of Information Systems are responsible to him through the deputy director. Public Information which includes Constituent Services, and Legal Services report directly to the Director. The Legislative Liaison, Inspector General, Restorative Justice Coordinator and Victim Services report to the Deputy Director.

Staff in the Constituent Services section who reports to the Public Information Officer has been reduced but will continue to respond to inquiries concerning conditions of confinement and supervision from concerned citizens, inmates, their families and the legislature. The number of investigators under the Inspector General has been reduced. The investigators will focus their work on criminal activity and limit internal staff

- 1 -

investigations to those that are serious in nature. The Restorative Justice Section will be reducing their staff and there will be one coordinator. Restorative Justice projects however will still continue in the institutions with existing institutional staff. Victim Services contacts victims of crimes and keep them advised of dates of parole hearings and the results of the hearings. Victims may also be involved in the VINES system where they are automatically notified of hearings and the decisions by phone.

#### **Division of Human Services**

The Division of Administration became the Division of Human Services through a change in legislation in 1995. This division consists of Human Resources, Training and Staff Development, and Employee Health and Safety, Religious and Spiritual Programs, and Volunteer Services. Budget and Planning, Fiscal Management, and General Services have been added to this division. There had been a Special Services Section within this division which included volunteers, chaplaincy programs and victims' services. Victims' Services was moved to the Office of the Director. Restorative Justice had been in this division and was transferred to the Office of the Director. General Services used to include Fiscal Management but these two sections have now been separated in order to provide better customer service.

The Human Resources Section is responsible for all personnel issues such as monthly payroll, benefit counseling and enrollment, recruitment and retention, timekeeping and personnel records. They are also the liaison with union and local representatives. Training and Staff Development continue to provide pre-service and in-service training for staff. Pre-promotional training is no longer being offered as a result of budget cuts. Employee Health and Safety promote staff safety and control the spread of disease through TB screens, communicable disease vaccines and exposure evaluations. They provide health education and wellness opportunities to employees. Budget and Planning prepare the department's annual budget, manage the budget through the legislative process, and prepare fiscal notes. Within this section, Planning, Research and Evaluation develop and maintain the strategic plan. This staff also provides research and analysis of data critical to the department's operations and management of resources. Fiscal Management ensures that the department's financial obligations are processed and paid in a timely and equitable manner, maintains an inventory tracking system, performs audits of contracts, and oversees the procurement of goods and services, the development of service contracts and the Inmate Fund Program. General Services provides support services to the department through the commodity warehouse operation and the oversight of all major construction and maintenance projects, building leases, vehicle maintenance, and coordination of food service operations for all adult institutions.

#### **Division of Adult Institutions**

The Division of Adult Institutions consists of Zone 1 (Southeast Correctional Center, Eastern Reception and Diagnostic Correctional Center, Farmington Correctional Center, Potosi Correctional Center, Missouri Eastern Correctional Center, Northeast Correctional Center, and Algoa Correctional Center; Zone 2 (Maryville Treatment Center, Western



Reception and Diagnostic Correctional Center, Crossroads Correctional Center, Western Missouri Correctional Center, Tipton Correctional Center, Moberly Correctional Center, and Central Missouri Correctional Center; and Zone 3 (South Central Correctional Center, Ozark Correctional Center, Chillicothe Correctional Center, Fulton Reception and Diagnostic Correctional Center, Jefferson City Correctional Center, Boonville Correctional Center; and the Central Transfer Authority.

The Fulton Reception and Diagnostic Center and the Western Reception and Diagnostic Center presently process all of the male offenders that are entering prison until the Eastern Reception and Diagnostic Correctional Center (ERDCC) opens to process incoming offenders. In the meanwhile, the Regimented Discipline Program will move to ERDCC from the Farmington Correctional Center in the spring of 2002 and the Cook Chill operation will also begin. The Women's Eastern Reception and Diagnostic Center processes all of the new female offenders. The Central Transfer Authority is in charge of transferring offenders between correctional centers and returning offenders from local jurisdictions and other states.

#### **Division of Offender Rehabilitative Services**

The Division of Offender Rehabilitative Services was changed from the statutory name of the Division of Classification and Treatment through legislation. It consists of Behavioral Health that includes mental health and substance abuse services and oversight of the Missouri Sex Offender Program. Five treatment centers are supervised by this section. Medical services for offenders are contracted out to Correctional Medical Services with oversight by the division. There is an Education Section that helps offenders achieve a high school education and a Workforce Readiness Section that delivers vocational and technical training programs for offenders. Missouri Vocational Enterprises produces products and services for state agencies, state employees, other governmental jurisdictions and not-for-profit organizations, helping inmate workers develop marketable skills. The Women Offender Program Coordinator will ensure that programs, policies and procedures are compatible with the needs of the female offender population.

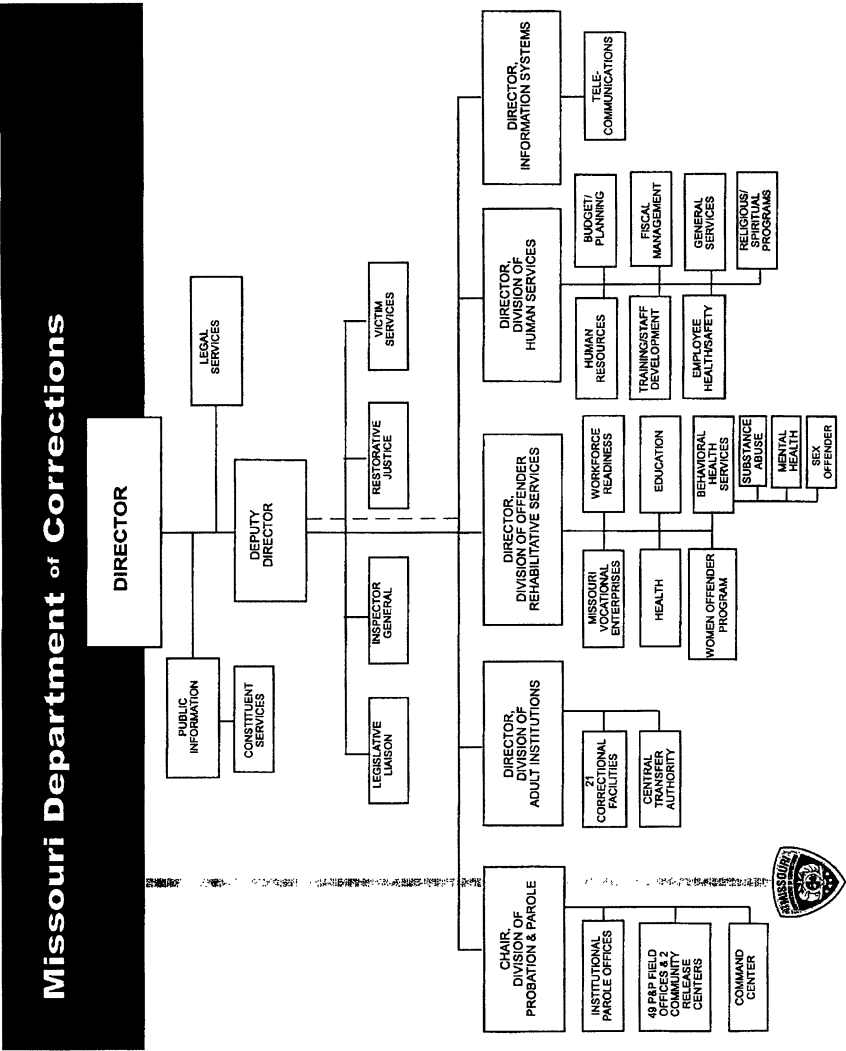
#### **Division of Probation and Parole**

The Division of Probation and Parole is divided into six field regions for the effective management of probationers and parolees. Regions are made up of a network of local district offices and, in some instances are supported by satellite offices. The Field Services Section supervises probationers in the community assigned to the division by the courts, offenders released under supervision by the Parole Board and offenders from other states referred through the Interstate Compact. The Community Corrections Unit operates two community release centers and coordinates a number of community-based correctional programs that supervise and control offenders in the community. This unit also oversees the Local Sentencing Initiatives which targets high risk/high need offenders by providing viable alternatives to incarceration. The Parole Board holds parole hearings at each correctional center monthly and monitors the supervision of offenders in the

community and returns those offenders to prison that are a risk to the community. The Parole Board is supported by institutional parole staff that is housed in each of the correctional centers. There is a 24 hour a day, seven day a week Command Center whose staff tracks offenders in the community on electronic monitoring as well as offenders assigned to community release centers and residential centers.

#### **Office of Information Systems**

The Office of Information Systems provides information technology related services to the department and its staff. There is information on each offender that is frequently updated and maintained as part of the permanent record. Information on department programs, services and activities are maintained to ensure that offenders are assigned to the safest and most cost-efficient level of supervision and treatment.



DEPARTMENT OF CORRECTIONS:	FY 2002 Salary Range	
	Low	High
Department Director:	\$75,948	\$111,156
Deputy Department Director	\$69,504	\$101,604
Division Director, Adult Institutions	\$63,636	\$ 92,928
Director, Division of Offender Rehabilitative Services	\$63,636	\$ 92,928
Director, Division of Human Services	\$58,332	\$ 84,936
Director, Office of Information Systems	\$63,636	\$ 92,928
Director, Division of Probation & Parole	\$63,636	\$92,928
Board Member, Probation & Parole Board	\$58,332	\$84,936



OFFICE OF THE GOVERNOR  
STATE OF MISSOURI  
JEFFERSON CITY  
65101

[www.gov.state.mo.us](http://www.gov.state.mo.us)

BOB HOLDEN  
GOVERNOR

May 7, 2002

STATE CAPITOL  
ROOM 216  
(573) 751-3222

The Honorable Matt Blunt  
Secretary of State of Missouri  
Capitol Building  
Jefferson City, Missouri 65101

Dear Secretary Blunt:

The attached revised departmental plan for the Department of Elementary and Secondary Education, dated January 8, 2002, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment




APPROVED:

  
GOVERNOR

May 7, 2002

DATE

ATTEST:

  
SECRETARY OF STATE

BH:QW:bp

cc: Jackie White, Commissioner of Administration  
Patricia L. Buxton, Assistant Revisor of Statutes

D. Kent King  
Commissioner of Education

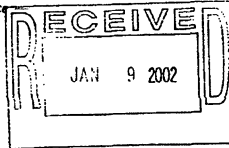


P.O. Box 480  
Jefferson City, MO 65102-0480  
573-751-4446

**Missouri Department of Elementary and Secondary Education**

— Making a positive difference through education and service —

January 8, 2002



Honorable Bob Holden  
Governor, State of Missouri  
Room 216, State Capitol  
Jefferson City, MO 65101

Dear Governor Holden:

The following information is provided for the Department of Elementary and Secondary Education pursuant to the memorandum of December 20, 2001, received from Quentin Wilson regarding the Omnibus State Reorganization Act of 1974.

In January 2001, the structure of the Department was in the process of being revamped, with approval of the State Board of Education. In February, the Department's urban and teacher education division was renamed the Division of Teacher Quality and Urban Education. Its functions were unchanged, but the title is reflective of the Department's growing emphasis on enhancing the teaching profession.

In April 2001, the school services division was replaced with the new Division of Administrative and Financial Services under the direction of the Associate Commissioner. The new division consolidated all of the Department's administrative-support programs for local school districts and the agency's internal business operations.

Also in April, the instruction division became the Division of School Improvement. Two major units of the Department – the sections responsible for school district accreditation, and for educational statistics and data collection – were moved from the school services division into the new Division of School Improvement. The Deputy Commissioner of Education was given the responsibility for coordinating all of the Department's programs and activities, regardless of division, that support school-improvement efforts in public schools.

These changes to the agency's structure were implemented to make the Department more student-focused, more efficient, and more responsive to the needs of local schools, and more customer-friendly for all individuals who interact with the Department.

Governor Bob Holden  
January 8, 2002  
Page Two

A copy of the Department's current organizational chart is enclosed for your information, as well as the executive pay level for Department and division administrative positions.

Sincerely,



D. Kent King

Enclosures

c: Mike Hartmann, Chief of Staff  
Quentin Wilson, Cabinet Director  
Jackie White, Commissioner of Administration  
Emmy McClelland, Governor's Office Liaison  
✓ Lori Strong-Goeke, Office of Administration





**Department of Elementary and Secondary Education**  
Executive Salary Range & Pay Level  
for Department & Division Administrative Positions  
Effective July 1, 2001

	<u>Salary Range</u>	<u>Annual Salary</u>
Commissioner of Education*	\$125,000 - \$170,000	\$147,925
Deputy Commissioner of Education*	\$ 95,000 - \$134,000	\$112,000
Associate Commissioner*	\$ 82,000 - \$116,000	\$ 84,840
Assistant Commissioner*	\$ 82,000 - \$116,000	\$ 84,840

\*State Board of Education sets salaries: 161.112, RSMo.



OFFICE OF THE GOVERNOR  
STATE OF MISSOURI  
JEFFERSON CITY  
65101

[www.gov.state.mo.us](http://www.gov.state.mo.us)

BOB HOLDEN  
GOVERNOR

STATE CAPITOL  
ROOM 216  
(573) 751-3222

May 14, 2002

The Honorable Matt Blunt  
Secretary of State of Missouri  
State Capitol Building  
Jefferson City, Missouri 65101

Dear Mr. Secretary:

The attached updated departmental plan and salary schedule for the Department of Insurance, dated December 31, 2001, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED:

GOVERNOR

May 14, 2002

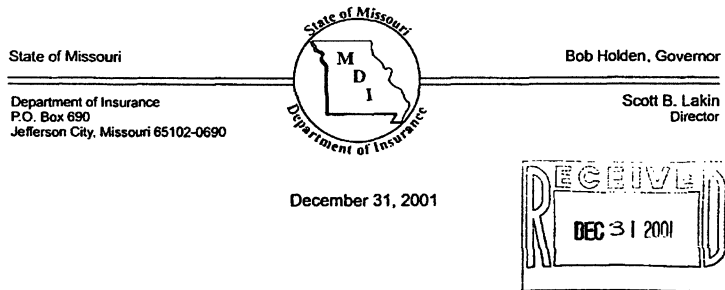
DATE

ATTEST:

SECRETARY OF STATE

BH:QW:bp

cc: Jackie White, Commissioner of Administration  
Patricia L. Buxton, Assistant Revisor of Statutes



The Honorable Bob Holden  
The Governor of Missouri  
State Capitol, Room 216  
Jefferson City, Missouri 65102


In accordance with Section 1.6(2) of the State Omnibus Reorganization Act of 1974, I respectfully submit for your approval the attached revised departmental plan for the Department of Insurance.

This plan includes the following revisions:

- The addition of the Receivership Section to the Office of the Director.
- The restructuring of the Division of Resource Administration to include the Personnel Section and the Budget Section, formerly in the Office of the Director.
- The restructuring of the Division of Financial Regulation to include the Surplus Lines Section, formerly in the Division of Resource Administration.
- The addition of the Managed Care Section in the Division of Market Regulation.

Accordingly, I submit the attached organizational chart depicting the proposed changes along with the salary schedule for the department.

Sincerely,



Scott B. Lakin  
Director

SBL:mm

Harry S Truman State Office Building, Room 530 . 301 West High . Jefferson City, Missouri 65101  
Telephone 573/751-4126 or TTD 573/526-4536 (Hearing Impaired)  
<http://www.insurance.state.mo.us>

## MISSOURI DEPARTMENT OF INSURANCE

## Departmental Plan

The Missouri Department of Insurance was created by constitutional amendment effective July 1, 1991. The department inherited the functions of the Division of Insurance previously organized within the Department of Economic Development. The department is charged with the regulation of the insurance industry and the administration of laws and regulations relating to insurance in the state. The department's primary responsibility is to protect the consumer by regulating and supervising the insurance companies, agencies, agents and brokers operating in Missouri.

## OFFICE OF THE DIRECTOR

The governor appoints the department director with the advice and consent of the Senate. The Director appoints a deputy director, an assistant director and the directors of the four divisions that are responsible to him through the deputy director and assistant director. The divisions are Consumer Affairs, Financial Regulation, Market Regulation and Resource Administration.

In addition to enforcing the insurance laws and regulations of the state, the director serves as receiver and liquidator of insolvent insurance companies. To assist the director in this function, the Receivership Section manages, monitors, advises and reports on the operations of insolvent insurers that are in receivership for rehabilitation or liquidation.

## DIVISION OF CONSUMER AFFAIRS

The Division of Consumer Affairs includes the consumer services and investigations sections. The Consumer Services Section handles inquiries and complaints from the public regarding all lines of insurance about actions of insurers and other licensed companies. The Investigations Section reviews complaints involving agents, brokers and agencies.

## DIVISION OF FINANCIAL REGULATION

The Division of Financial Regulation monitors the financial condition of all domestic (Missouri) and foreign (out-of-state) insurance companies operating here. To do so, the division conducts financial examinations of domestic insurance companies and analyzes the financial statements and related

documents of all companies licensed to see insurance in Missouri. The division tries to prevent the insolvency of domestic companies and takes appropriate action against financially unsound or incompetently managed foreign and domestic companies to protect policyholders and taxpayers. The division also regulates specific insurance transactions. The division includes the examination, financial analysis, taxation and surplus lines sections.

The Financial Examination Section enforces the rules and financial standards prescribed by the Missouri statutes and the National Association of Insurance Commissioners.

The Financial Analysis Section monitors all domestic and foreign insurance companies doing business in Missouri to determine an insurer's solvency and compliance with state statutes and regulations governing financial transactions.

The Taxation Section determines the premium taxes that insurance companies must pay the state in lieu of the corporate income tax. Annual returns are filed March 1 for the previous year's business. After an audit, the section certifies to the Department of Revenue the tax due from each company.

The Surplus Lines Section regulates the placement of coverage in non-admitted (unlicensed) excess and surplus lines insurers. These policies largely cover specialized risks that are not served in the general commercial market.

#### DIVISION OF MARKET REGULATION

The Division of Market Regulation has five sections: market conduct, life and health, property and casualty, managed care and statistics.

The Market Conduct Section performs field examination of life, accident and health, property and casualty insurance companies, title companies, health maintenance organizations, health service corporations, third party administrators and statistical reporting agencies. These examinations ensure equitable treatment of Missouri policyholders and compliance with Missouri statutes and regulations.

The Life and Health Section must approve life, health, annuity and related policies for compliance with state law before their sale in Missouri. This prior approval requirement extends to all insurance contracts issued by insurers, health service corporations, fraternal benefit societies and prepaid dental plans.

The Managed Care Section oversees HMOs and their products, reviews company applications for new HMO certificates of authority or service area changes and analyzes trends in activities of Missouri HMOs.

The Property and Casualty Section reviews forms, endorsements, rules and premium rates submitted by insurance companies to determine whether the insurance companies comply with state laws and regulations.

The Statistics Section collects information, maintains databases and publishes reports on insurance markets in Missouri. The section produces insurance market information for consumers, insurance companies, departmental staff and other interested parties and monitors the availability and affordability of insurance coverage in Missouri.

#### DIVISION OF RESOURCE ADMINISTRATION

The Division of Resource Administration includes licensing, budget, support services, information systems and personnel.

The Licensing Section reviews and processes applications from the individuals and agencies for licenses to transact insurance business in Missouri.

The Budget Section is responsible for the preparation, presentation, and monitoring of the department's annual budget. The budget officer serves as liaison for the department to the Office of Administration, Division of Budget and Planning and the House Budget and Senate Appropriations committees.

The Support Services Section administers the receipt and spending of state funds along with miscellaneous functions. These functions include accounts payable, accounts receivable, payroll, procurement, mailroom and storeroom, inventory and the department fleet.

The Information Systems Section establishes and supports systems, services, policies, procedures and rules related to computer and other technologies that help technology users throughout the department.

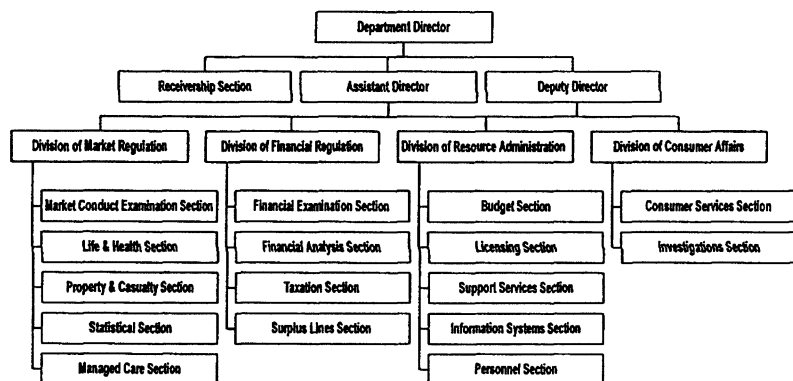
The Personnel Section administers employee pay and benefits, develops and implements employee policies and procedures, recruits applicants and trains employees.

FY 2002  
Salary Range

## DEPARTMENT OF INSURANCE:

Department Director	\$75,948 - \$111,156
Deputy Department Director	\$63,636 - \$92,928
Assistant Department Director	\$63,663 - \$92,928
Division Director, Division of Consumer Affairs	\$58,332 - \$84,936
Division Director, Division of Financial Regulation	\$58,332 - \$84,936
Division Director, Division of Market Regulation	\$58,332 - \$84,936
Division Director, Division of Resource Administration	\$58,32 - \$84,936

Department of Insurance Organizational Chart







OFFICE OF THE GOVERNOR  
STATE OF MISSOURI  
JEFFERSON CITY  
65101

[www.gov.state.mo.us](http://www.gov.state.mo.us)

BOB HOLDEN  
GOVERNOR

STATE CAPITOL  
ROOM 216  
(573) 751-3222

August 13, 2002

The Honorable Matt Blunt  
Secretary of State of Missouri  
Capitol Building  
Jefferson City, Missouri 65101

Dear Secretary Blunt:

The attached updated departmental plan for the Department of Public Safety, dated February 19, 2002, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED:

  
GOVERNOR

August 13, 2002  
DATE

ATTEST:

  
SECRETARY OF STATE

BH: QW: bp

cc: Jackie White, Commissioner of Administration  
Patricia L. Buxton, Assistant Revisor of Statutes

BOB HOLDEN  
Governor

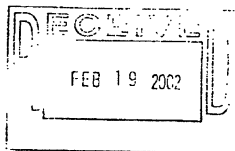
CHARLES R. JACKSON  
Director



STATE OF MISSOURI  
DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF THE DIRECTOR

Truman Building, Room 870  
Mailing Address: P.O. Box 749  
Jefferson City, MO 65102-0749  
Telephone: 573-751-4905  
FAX: 573-751-5399  
Toll Free: 888-FYI-MDPS  
Internet Address:  
<http://www.dps.state.mo.us/>

February 19, 2002



The Honorable Bob Holden  
The Governor of Missouri  
State Capitol, Room 216  
Jefferson City, MO 65102

Dear Governor Holden:

In accordance with Section 1.6(2) of the State Omnibus Reorganization Act of 1974, please find attached a revised organizational chart for the Department of Public Safety, which outlines the annual salary and executive pay level for the department and division administrative positions. The previously provided organizational chart that was submitted in January, 2002 with the entire departmental plan had an inaccurate executive pay level assignment listed for the Deputy Directors position.

If you have any questions pertaining to the attached information or if additional information is needed, do not hesitate to contact me at (573) 751-5432.

Sincerely,

*Charles R. Jackson*  
Charles R. Jackson  
Director

CRJ/MS/ms

C: Mike Hartmann, Governor's Office - Chief of Staff  
Quentin Wilson, Governor's Office - Cabinet Director  
Commissioner Jackie White, Office of Administration  
Lori Strong-Goeke, Office of Administration, Division of Budget and Planning  
Chris Bauman, Governor's Office - Assistant Legal Counsel  
Glenn Norton, Governor's Office - Chief Counsel

Missouri Capitol Police  
Division of Fire Safety  
Division of Liquor Control

Division of Highway Safety  
Missouri State Highway Patrol  
Office of the Adjutant General

Missouri State Water Patrol  
Missouri Veterans Commission  
State Emergency Management Agency

## MISSOURI DEPARTMENT OF PUBLIC SAFETY

## DEPARTMENTAL PLAN

January, 2002

## MISSION

Established in 1974, the Department of Public Safety is responsible for coordinating statewide law enforcement and criminal justice efforts for the purpose of ensuring a safe environment for Missouri citizens. The Department's statutory mission (Section 650.005, RSMo) is "to provide overall coordination in the state's public safety and law enforcement program, to provide channels of coordination with local and federal agencies in regard to public safety, law enforcement and with all correctional and judicial agencies in regard to matters pertaining to its responsibilities as they may interrelate with the other agencies or offices of state, local or federal governments."

## INTERNAL ORGANIZATION

The Director of Public Safety is appointed to this cabinet-level position by the Governor with the advice and consent of the Senate. The Director is responsible for developing public safety programs, peace officer training and certification, and providing legislative guidance on criminal justice issues. Additionally, the Director is responsible for overseeing distribution of state and federal funds in contracts for narcotics control, victims assistance, crime prevention, and juvenile justice.

The Department is organized into eleven major units. There are ten Divisions and the Office of the Director.

Office of the Director

As the Department's central management unit, the Director's Office coordinates departmental budget, personnel, and legislative matters, and related financial and administrative activities. The Director's Office is also responsible for the administration of specific programs conferred upon it by the Legislature or Governor. These programs are:

\* Administration of federal Juvenile Justice and Delinquency Prevention Act (JJDP) funds, Delinquency and Youth Violence Prevention (Title V) funds, and Juvenile Accountability Incentive Block Grant (JAIBG) funds from the U.S. Department of Justice for projects to improve the juvenile justice in Missouri and provide staff support for the state Juvenile Justice Advisory Group (JJAG).

\* Administration of federal Narcotics Control Assistance Program (NCAP) funds from the U.S. Department of Justice for state and local projects in the area of drug enforcement, crime control and community policing.

- \* Administration of federal **Local Law Enforcement Block Grant (LEBEG)** funds from the U.S. Department of Justice for projects to assist local law enforcement agencies in crime and violence control.
- \* Administration of federal **Victims of Crime Act (VOCA)**; federal **STOP Violence Against Women Act (VAWA)**; and **State Services to Victims Fund (SSVF)**; which provide funds to local service providers, law enforcement agencies, prosecutors, and other public and private non-profit agencies to assist crime victims in Missouri.
- \* Administration of state **Local Government/School District Partnership Program** funds for projects which seek to reduce the incidents of crime and violence in Missouri schools.
- \* Administration of the **Peace Officer Standards and Training (POST) Program** which deals with the certification of peace officers who have received training specified by Chapter 590 RSMo and provide staff support for the **Peace Officer Standards and Training (POST) Commission**.
- \* Investigation of inmate grievances within the state prison system and coordination of the **Citizen's Advisory Committee on Corrections**, as provided under Executive Order 86-27.
- \* Administration of the **Missouri Crime Prevention Information Center** as specified in Sections 589.300 to 589.310, RSMo.
- \* Administration of the **Community Oriented Policing (COPS) Program** and the **Law Enforcement Equipment Program (LEEP)** as provided through appropriations.
- \* Administration of excess military surplus property distributed to state and local law enforcement agencies to be used in counter-narcotics operations through the **U.S. Department of Defense (DOD) Logistical Support Program**.
- \* Administration of the **Crime Laboratory Assistance Program** which includes the disbursement of state funds to aid in the operation of the regional crime labs as specified in Chapter 650 RSMo, subject to appropriations.
- \* Administration of the **Missouri Crime Laboratory Upgrade Program** which includes the disbursement of state funds to aid in the operation of state crime labs as specified in Chapter 595 RSMo, subject to appropriations.
- \* Administration of the **Witness Protection Program**, as specified in Chapter 491 RSMo, subject to appropriations.
- \* Administration of the **Domestic Violence Shelter Tax Credit Program**, as specified in Section 135.550 RSMo, subject to appropriations.

**Division of Highway Safety**

The Division of Highway Safety is headed by a Director appointed by and directly responsible to the Director of Public Safety. This division is responsible for the development and implementation of Missouri's annual comprehensive highway safety program and plan in compliance with the National Highway Safety Act, Public Law 93-643. Based upon this plan and applicable state and federal law, the Division allocates federal funds and provides technical assistance to state and local agencies for the improvement of highway safety in Missouri.

The mission of the Missouri Division of Highway Safety is to carry out the National Safety Act of 1966. This act charges each governor with the responsibility of administering a highway safety program designed to reduce deaths, injuries and property damage caused by traffic crashes. The division was assigned to the Department of Public Safety by the Omnibus Reorganization Act of 1974

**Veterans Commission**

The Governor appoints five veterans to serve as Commissioners. They in turn appoint an Executive Director who implements Commission policies and is responsible for statewide management of veterans programs. Three major programs comprise the Commission's efforts on behalf of Missouri veterans. First, it provides assistance to veterans, their dependents, or survivors, through a statewide network of veterans' services regarding federal or state benefits earned by virtue of honorable service in the military forces of the United States.

Second, the Commission operates Missouri Veterans Homes in St. James, Mt. Vernon, Mexico, Cape Girardeau, St. Louis, Cameron, and Warrensburg, which provide domiciliary and nursing care for Missouri veterans who are unable to support or adequately care for themselves.

As a third program, the Commission was given authority in 1996 to establish a state veterans cemetery system. The first two State Veterans Cemeteries are located in Higginsville and Springfield. Construction will begin within 90 days for the third and fourth Missouri State Veterans Cemeteries located in Bloomfield and in Jacksonville and construction should be completed in 2003. The cemeteries provide access to burial space for eligible Missouri veterans not served by open national cemeteries, within a 75-mile radius of their homes.

In addition the commission established Memorial Grants and Veterans Service Officer Grants Programs. The Memorial Grant Program was established in 1998, authorizing appropriation of up to \$10,000,000 for matching grants to renovate or construct dedicated veterans memorials in Missouri. The Veterans Service Officer Grant Program is currently assisting four Veterans Service Organizations in operation of programs aiding Missouri's Veterans.

In 1989, the Veterans Trust Fund was established. The purpose of the fund is to allow citizens and corporations to donate money to expand and improve services to veterans in Missouri. Contributions to this fund are used to enhance existing veterans programs.

Additional information regarding the authority, functions and responsibilities of this Commission may be found in Chapter 42, RSMo.

#### Gaming Commission

The Gaming Commission is composed of five members, who are appointed by the Governor, with the advice and consent of the Senate. The Commission in turn appoints an Executive Director who implements Commission policies and is responsible for the licensing and regulation of excursion gambling boats and the lawful operation of the game of bingo. Within the Commission there shall be established a Division of Gaming and a Division of Bingo. In 1995, the legislature delegated the authority for regulating horse racing. However, to date no one has come forth to request a license.

Additional information regarding the authority, functions and responsibilities of this Commission may be found in Chapter 313, RSMo.

#### State Highway Patrol

The State Highway Patrol is headed by a Superintendent appointed by the Governor with the advice and consent of the Senate. The Superintendent is directly responsible to the Director of Public Safety. The Patrol is responsible not only for law enforcement on our state's highways, but also motor vehicle and commercial vehicle inspections, drivers license examinations, criminal investigations, criminal laboratory analysis and research, Governor's security, and public education on safety issues.

Additional information regarding the authority, functions and responsibilities of the Highway Patrol may be found in Chapter 43, RSMo, and others.

#### Division of Liquor Control

The Division of Liquor Control is headed by a Supervisor nominated by the Director of Public Safety and appointed by the Governor with advice and consent of the Senate. The Supervisor is directly responsible to the Director of Public Safety. The division has responsibilities for enforcement of liquor control laws, issuance of state liquor licenses, collection of excise taxes and license fees, and educational programs for the alcohol beverage industry and the general public, as specified in Chapters 311 and 312, RSMo and rules and regulations promulgated by the Supervisor. The division is also responsible for the enforcement of the tobacco laws as specified in Sections 407.924 to 407.934.

#### State Water Patrol

The State Water Patrol is headed by a Commissioner appointed by the Governor with the advice

and consent of the Senate. The Commissioner is directly responsible to the Director of Public Safety. The division is primarily responsible for enforcing the laws of the State of Missouri on the state's waterways and to make the waters of the state safe for boating and other water activities through registration, inspection, educational programs, criminal investigations, and law enforcement, as specified in Chapter 306, RSMo, and others.

#### Division of Fire Safety

The Division of Fire Safety is headed by the State Fire Marshal who is appointed by the Governor with the advice and consent of the Senate. The Fire Marshal is directly responsible to the Director of Public Safety and is responsible for the investigation of fires and explosions, for conducting all fire inspections required of any premise in order for any license relating to such premise to be issued under state law, the training of emergency responders, and the regulation of fireworks use and sales, all as specified in Chapter 320 RSMo. The Division also participates in local and regional activities to provide education in communities on fire prevention.

The Division is responsible for the inspection and licensing of nonexempt boilers and pressure vessels as specified in Chapter 650, RSMo. Under Chapter 701, the Division is assigned the inspection and licensing of elevators and similar installations, and Chapter 316 gives the Division the authority to license amusement rides operated in the State Of Missouri.

#### Capitol Police

The Capitol Police is headed by a Police Chief selected by, and directly responsible to, the Director of Public Safety. This agency is responsible for maintaining the security and traffic control for designated state-owned buildings and the grounds thereof at the seat of government and such buildings and grounds within the county which contains the seat of government.

Additional information regarding the authority, functions, and responsibilities of the Capitol Police may be found in Chapter 8, RSMo.

#### Adjutant General

The Adjutant General and the state militia are assigned to the Department of Public Safety. The Adjutant General is appointed by the Governor with the advice and consent of the Senate. As provided for under the National Defense Act, the Adjutant General is the head of the Missouri National Guard, both Army and Air, which have a dual mission. The state mission is to provide military organizations trained and equipped to function when necessary in the protection of lives and property, and in the preservation of peace, order, and the public safety when ordered to state emergency duty by the Governor. As reserve components of the Army and Air Force of the United States, the federal mission is to provide trained and qualified individuals available for federal service in time of war or national emergency, or at such other times as the national security may require augmentation of the United States Armed Forces.

The Adjutant General's Office, under Section 41.170 of the Revised Statutes of Missouri is charged with compiling, maintaining, preserving and safekeeping of individual military service records for all Missourians who have served in the armed forces of the state and nation.

The Office of Air Search and Rescue is created within the Office of Adjutant General under Section 41.960 of the Revised Statutes of Missouri,. The duly appointed commanding officer of the Civil Air Patrol, Missouri Wing, shall be ex officio head of the office. This office may cooperate or contract with any department or agency of the state of Missouri, United States government, or with any public or private hospital, for the purposes of providing communications, rescue work, mercy missions, aerial observations, or other functions within the scope of the activity of the air search and rescue.

Duties of the Adjutant General are as specified in Chapter 41, RSMo. Additionally, the Adjutant General is responsible for the following agency which reports directly to him:

#### State Emergency Management Agency

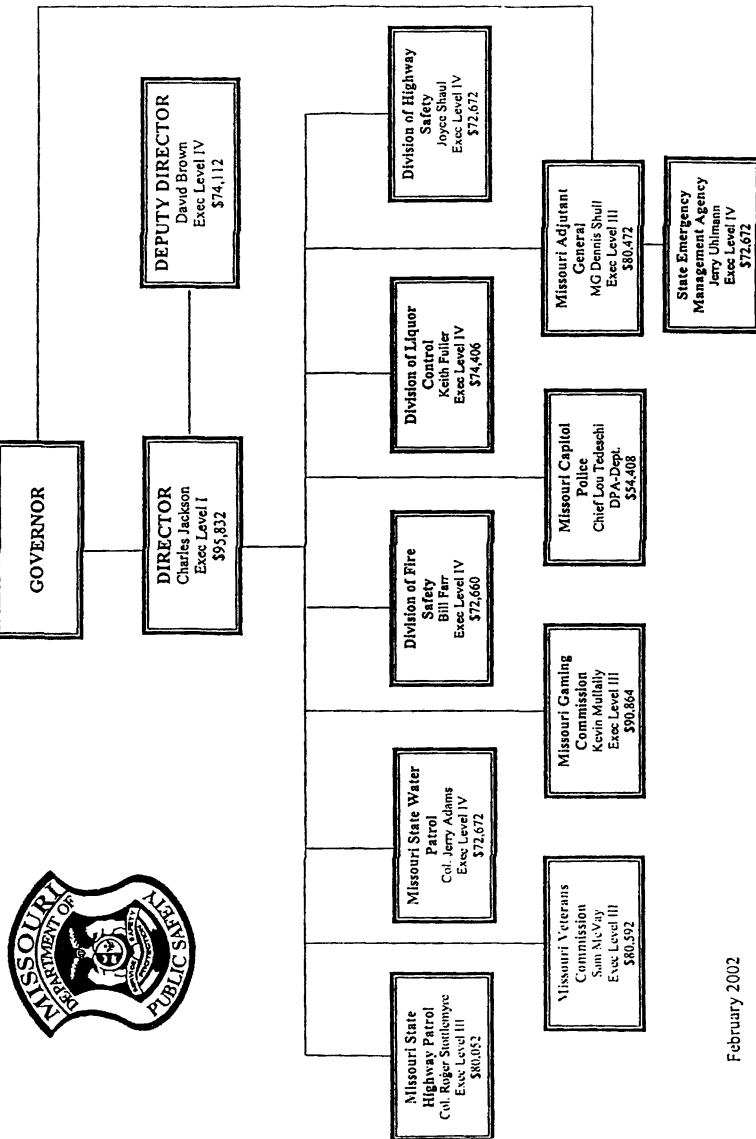
The State Emergency Management Agency (SEMA) is headed by a Director appointed by and responsible to the State Adjutant General in the Department of Public Safety and the Governor during declared emergencies. The Agency is responsible for the coordination of all federal assistance that may be made available to the State by the Federal Emergency Management Agency (FEMA). SEMA is responsible for a statewide emergency operations plan which directs the actions of State level departments and agencies in the event of an emergency situation requiring action by the State of Missouri. This includes the operation of the State Emergency Operations Center from which all activity is coordinated depending upon the severity of the emergency. The Agency also coordinates the planning necessary to respond to possible incidents at nuclear power stations which may impact surrounding local governments.

The Agency provides technical clerical and fiscal support to the Missouri Seismic Safety Commission and the Missouri Emergency Response Commission. SEMA is also the coordinating activity for floodplain management programs throughout the State.

Additional information regarding the authority, functions and responsibilities of this agency may be found in Chapter 44, RSMo.



## MISSOURI DEPARTMENT OF PUBLIC SAFETY





OFFICE OF THE GOVERNOR  
STATE OF MISSOURI  
JEFFERSON CITY  
65101

www.gov.state.mo.us

August 30, 2002

BOB HOLDEN  
GOVERNOR

STATE CAPITOL  
ROOM 216  
(573) 751-3222

**RECEIVED**

SEP 6 2002

**LEGISLATIVE RESEARCH**

The Honorable Matt Blunt  
Secretary of State of Missouri  
Capitol Building  
Jefferson City, Missouri 65101

Dear Secretary Blunt:

The attached updated departmental plan and salary schedule for the Department of Natural Resources, dated December 19, 2001, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment


APPROVED:

  
GOVERNOR

August 30, 2002

DATE

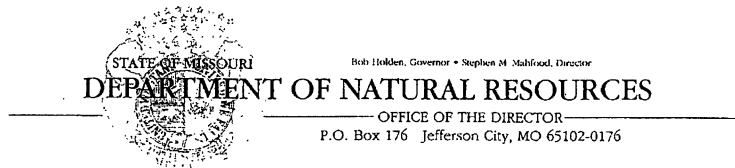
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SECRETARY OF STATE



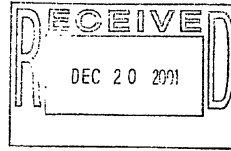
BH:QW:bp

cc: Jackie White, Commissioner of Administration  
Patricia L. Buxton, Assistant Revisor of Statutes



December 19, 2001

The Honorable Bob Holden  
Governor  
State Capitol Building, Room 216  
Jefferson City, MO 65102



Dear Governor Holden:

In accordance with Section 1.6 (2) of the State Omnibus Reorganization Act of 1974, I respectfully submit for your approval the attached revised departmental plan for the Department of Natural Resources.

This plan includes the following revisions:

First, I have established the Outreach and Assistance Center (OAC). The OAC was developed to stress my commitment to improving constituent and citizen access to the resources of the Department of Natural Resources. To emphasize the importance of the activities associated with the Outreach and Assistance Center, the new organization will be managed from my office.

I have also established the Water Quality Protection and Soil Conservation Division and the Air and Land Protection Division. Both of these divisions had previously been contained in the Division of Environmental Quality, which no longer exists. Establishing these separate divisions provides a better opportunity to focus on specific environmental issues. Further, the separate organizational structures offers each division's management time to direct more attention and oversight on the many, diverse and very complex environmental issues facing these two divisions.

Finally, the Division of Geology and Land Survey name will be changed to the Geological Survey and Resource Assessment Division. The new name reflects the more integrated role I will expect the division to serve in department regulatory decisions. Further, it reflects a new mission in the assessment of our state's natural resources.

Accordingly, I submit the attached organization chart depicting the proposed changes along with the salary schedule for the department.

If you have any questions, please feel free to contact me.

Sincerely,

DEPARTMENT OF NATURAL RESOURCES

  
Stephen Mahfood  
Director



c: Mike Hartman, Chief of Staff  
Quentin Wilson, Cabinet Director  
Jackie White, Commissioner of Administration  
Lori Strong-Goeke, Office of Administration  
Caleb Weaver, Governor's Office Liaison

**DEPARTMENT OF NATURAL RESOURCES****Organizational Plan**

The goal of the Department of Natural Resources is to provide a unified management structure for the management of Missouri's natural resources.

The Director, who is appointed by the Governor and confirmed by the Senate, is the chief executive officer and appointing authority of the Department of Natural Resources. The Director is empowered to allocate and reallocate duties and functions to create an organization which promotes the economical and efficient administration of the agency's duties.

Councils and Commissions assigned to the Department of Natural Resources by Type II transfers retain certain of their policy-making authorities. Included are the Air Conservation Commission, the Clean Water Commission, the Land Reclamation Commission, the Soil and Water Districts Commission, the Hazardous Waste Management Commission, the Dam and Reservoir Safety Council, the Inter-Agency Council for Outdoor Recreation and the Oil and Gas Council.

The Department of Natural Resources is composed of five programmatic divisions and one administrative division. These six divisions are the Outreach and Assistance Center, Division of State Parks, Geological Survey and Resource Assessment Division, Water Protection and Soil Conservation Division, the Air and Land Protection Division, and the Division of Administrative Support. The Department Director appoints a Deputy Department Director, Directors of the six divisions and a state geologist.

**OFFICE OF THE DIRECTOR**

The Office of Director is the central management unit within the Department of Natural Resource. Responsibilities include coordinating, developing, and implementing the department's strategic planning efforts, policy research, legislative initiatives and employee relations activities of the department. The Director's Office is responsible for providing overall direction for the department.

**OUTREACH AND ASSISTANCE CENTER**

The Outreach and Assistance Center (OAC) is responsible for providing an overarching structure that encourages internal cross communication and coordination necessary to maximize the effective use of resources. OAC is the central focus for the department in reaching out to the public to enhance the utilization of the Department of Natural Resources' financial incentive programs. OAC provides a single point of entry through which communities or effected entities may access all of the department's programs and resources to form a multi-faceted solution. The Outreach and Assistance Center includes the Environmental Assistance Program, Historic Preservation Program, Energy Center, Information and Education and Urban Outreach Offices.

**DIVISION OF STATE PARKS**

The Division of State Parks manages the many recreational, cultural, and historical resources of the Missouri state park system. State Parks also administers programs to promote outdoor recreation statewide. These activities are accomplished through grant programs.

**GEOLOGICAL SURVEY AND RESOURCE ASSESSMENT DIVISION**

The Geological Survey and Resource Assessment Division's mission is to investigate the state's geology and apply technical knowledge to environmental decisions; to determine the character and availability of the state's water, energy and mineral resources, to restore and maintain the original land survey monuments and maintain a repository of land survey records; to enforce the state's dam and reservoir safety laws as well as the well driller's law.

**WATER PROTECTION AND SOIL CONSERVATION DIVISION**

The Water Protection and Soil Conservation Division oversees the state's environmental programs in the areas of water pollution, public drinking water, soil and water conservation, and the department's regional offices. Water pollution control activities are implemented by state laws, regulations, and policies developed by the Clean Water Commission to maintain and improve water quality. The Public Drinking Water Program strives to ensure that the public receives drinking water free from harmful levels of

contaminants. Low interest loans are provided through the Water Pollution and Public Drinking Water Program's State Revolving Loan Programs to communities to assist them in financing the upgrade of their water pollution control and drinking water facilities. The Soil and Water Conservation Program implements the policies of the Soil and Water Districts Commission. Services are provided through the Program and local soil and water districts throughout the state of Missouri. In addition, grants and loans are provided to landowners for land practices that reduce soil erosion in the state of Missouri. DNR's six departmental regional offices provide the field activities for the environmental programs of the state.

#### AIR AND LAND PROTECTION DIVISION

The Air and Land Protection Division oversees the state's environmental programs in the areas of air pollution control, hazardous waste management, solid waste management, mining reclamation and the environmental services program which consists of the environmental laboratory and emergency response. The Air Pollution Control Program provides staff support to the Air Conservation Commission which is responsible for developing policies to maintain and enhance the state's air quality. Protecting public health and the environment by requiring proper management of solid waste is the responsibility of the Solid Waste Management Program. Grants are also provided by this program to assist the local solid waste districts and other parties in reducing the waste stream of Missouri. Funds are also provided through the solid waste program for the clean up of abandoned waste tires sites. State law requires oversight of hazardous waste practices from the point of generation through final disposal. This activity is managed through the Hazardous Waste Program. Hazardous waste generators are required to register with the Hazardous Waste Program and the movement of waste is tracked through a manifest and quarterly reporting system. In addition to regulating the management of current hazardous waste production the program is also responsible for the clean up of hazardous waste sites that have been abandoned. Efforts are undertaken to identify responsible parties in order to recover the costs of the cleanup. The Land Reclamation Program provides staff support and technical assistance to the Land Reclamation Commission. Undertaking remedial clean up of abandoned mining operations is a primary function of the Land Reclamation Program. In addition, the program is responsible for assuring the permitting and regulation of existing mining operations in the state of Missouri to ensure mining operations are managed in an environmentally responsible manner.

#### DIVISION OF ADMINISTRATIVE SUPPORT

The Division of Administrative Support develops the department's budget; performs and supports accounting, procurement, internal auditing, general services, human resources, and management information systems for the department.

#### ENVIRONMENTAL IMPROVEMENT AND ENERGY RESOURCES AUTHORITY

The Environmental Improvement and Energy Resources Authority (EIERA), under Chapter 260, RSMo is an independent, self-supporting, quasi-governmental agency assigned to the Missouri Department of Natural Resources.

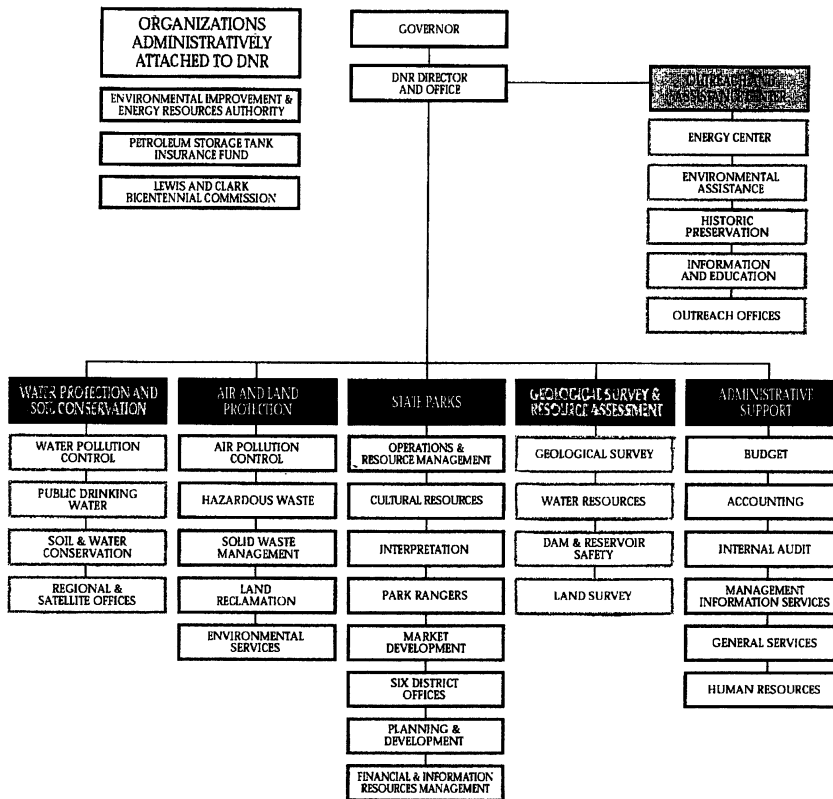
Due to the special independent status as "a body corporate and politic," the authority is able to issue tax-exempt bonds and utilize fees charged for issuance of its bonds and notes. The authority is empowered to conduct environmental and energy research and development activities, develop alternative methods of financing environmental and energy projects, and assist Missouri communities, organizations, and businesses in obtaining low-cost funds and other financial assistance for projects related to the authority purpose.

#### PETROLEUM STORAGE TANK INSURANCE FUND

The Petroleum Storage Tank Insurance Fund authorized by RSMo 319.129-319.133 and 319.138 provides a means for underground tank owners to maintain a financial responsibility mechanism to pay for costs to clean up the environment and damages to third parties which result from leaks and spills. The fund is also required to pay for clean up of old tank sites meeting certain criteria.



# The Missouri Department of Natural Resources



DEPARTMENT OF NATURAL RESOURCES EXECUTIVE PAY PLAN	FY 2002 Salary Range	
	Low	High
Director:	\$ 75,948	- \$ 111,156
Deputy Director:	\$ 69,504	- \$ 101,604
Director, Air and Land Protection Division:	\$ 63,636	- \$ 92,928
Director, Water Protection and Soil Conservation Division:	\$ 63,636	- \$ 92,928
Director, Division of State Parks:	\$ 63,636	- \$ 92,928
Director, Geological Survey and Resource Assessment Division:	\$ 58,332	- \$ 84,936
Director, Outreach and Assistance Center:	\$ 58,332	- \$ 84,936
Director, Division of Administrative Support:	\$ 58,332	- \$ 84,936
Staff Director, Solid Waste Management District Executive Board:	\$ 47,100	- \$ 67,944
Staff Director, Land Reclamation Commission:	\$ 47,100	- \$ 67,944
Staff Director, Soil and Water Districts Commission:	\$ 47,100	- \$ 67,944
Staff Director, Air Conservation Commission:	\$ 47,100	- \$ 67,944
Staff Director, Hazardous Waste Commission:	\$ 47,100	- \$ 67,944
Staff Director, Clean Water Commission:	\$ 47,100	- \$ 67,944